



eTRAKit User Guide

Developed exclusively for:
Our esteemed Residents of Commerce City, Co.

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Revision History

Date	Version	Change Description
05/08/2023	Final 4.00	Chapter 7 New Project Applications, updated.
05/08/2023	Final 3.00	Added Chapter 1.1.4 Resetting a Forgotten Password. Added Chapter 8 Paying Code Enforcement Fines/Fees.
05/08/2023	Final 2.00	Updated document to reflect software changes.
10/05/2022	Final 1.00	First Release of document.

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About This Document

The *eTRAKiT User Guide* provides step-by-step instructions for requesting permits, licenses, and projects using eTRAKiT.

Audience

This document is intended for use by *external public users* applying for a permit, license, or project.

1 Logging In to eTRAKiT

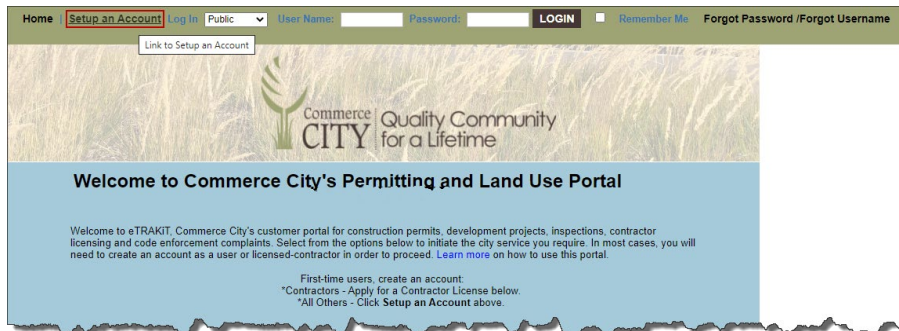
1.1 Public Applicants

To use the eTRAKiT system, public applicants need to setup an account. Listed below are instructions for setting up an account, logging out, and logging in once you have an account.

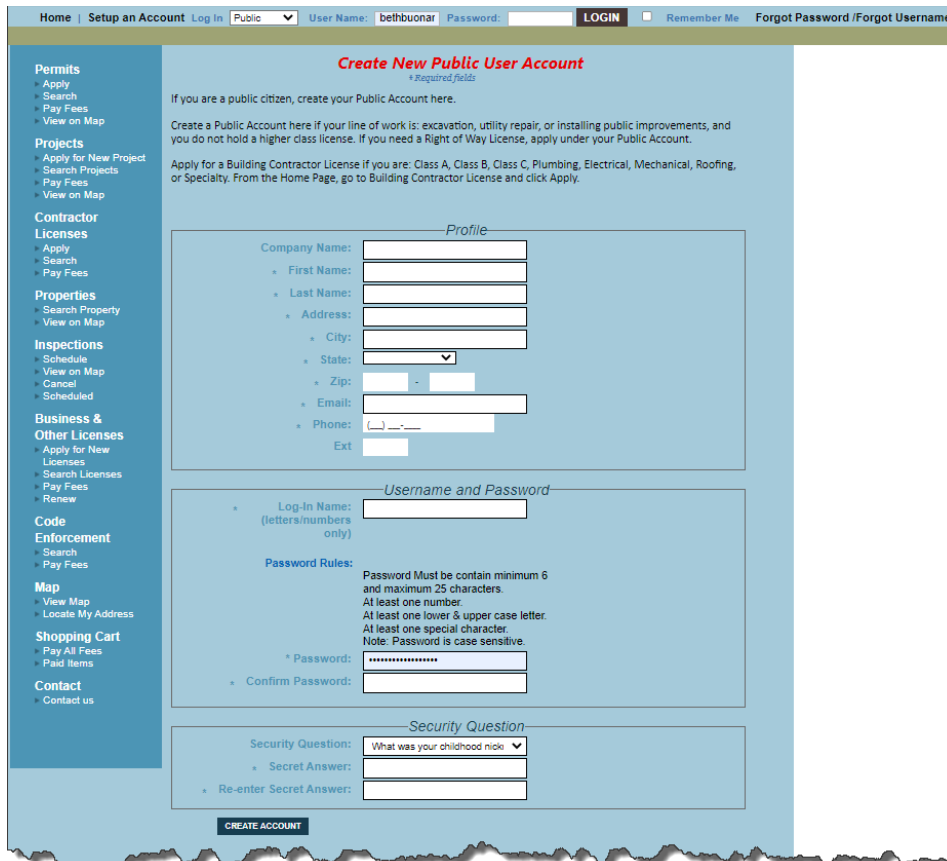
1.1.1 Setting Up an Account

To setup a public account:

1. From the Home screen, click **Setup Account**.



The Setup screen displays.

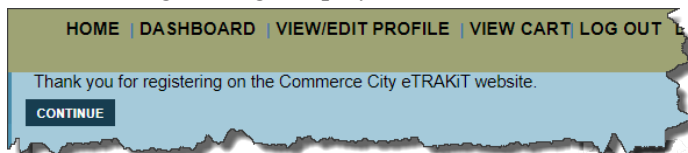


2. Enter the following information:

R	Field	Description
Profile		
	Company Name	Type you company's name.
*	First Name	Type your first name.
*	Last Name	Type your last name.
*	Address1	Type your address.
*	City	Type your city.
*	State	From the drop-down list, type your state abbreviation.
*	Zip	Type your zip code xxxxx or xxxxx-xxxx
*	Email	Type your email address.
*	Phone	Type your phone number—numbers only.
	Ext	If you have an extension, type here.
Username and Password		
*	Log-in Name	Create a Login-in name using letters and numbers only—no special characters.
*	Password	Create your password: <ul style="list-style-type: none"> ✚ Must be contain minimum 6 and maximum 25 characters. ✚ At least one number. ✚ At least one lower- & upper-case letter. ✚ At least one special character. <i>Note:</i> Password is case sensitive.
*	Confirm Password	Retype the same password.
Security Question		
*	Security Question	From the drop-down list, select a question.
*	Secret Answer	Type your case-sensitive answer.
*	Re-enter Secret Answer	Retype your case-sensitive answer.

3. Click **Create Account**.

The following message displays.



- Click **Continue**.
You are logged in.



1.1.2 Logging Out

To logout, click **Log Out**.

You are logged out of the system.

1.1.3 Logging in Moving Forward

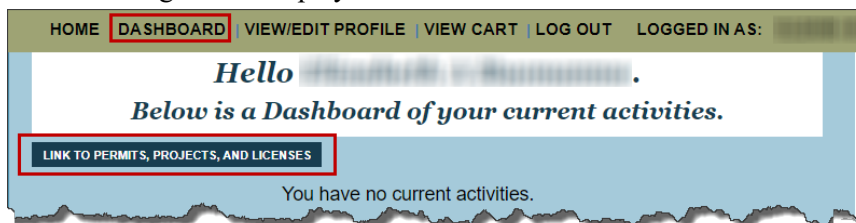
To login after you created your account:

- Go to the eTRAKiT Homepage [eTRAKiT \(csqrcloud.com\)](https://csqrcloud.com).
The Home page displays.
- On the top navigation bar, from the Login drop-down, list, select **Public**.



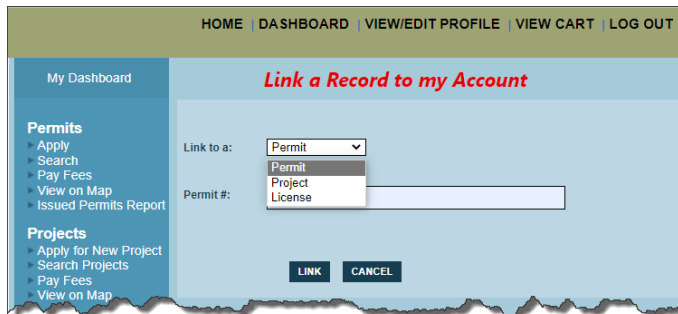
- In the **User Name** field, type your **User Name**.
- In the **Password** field, type your **Password**.
- Click **Login**.

The following screen displays.



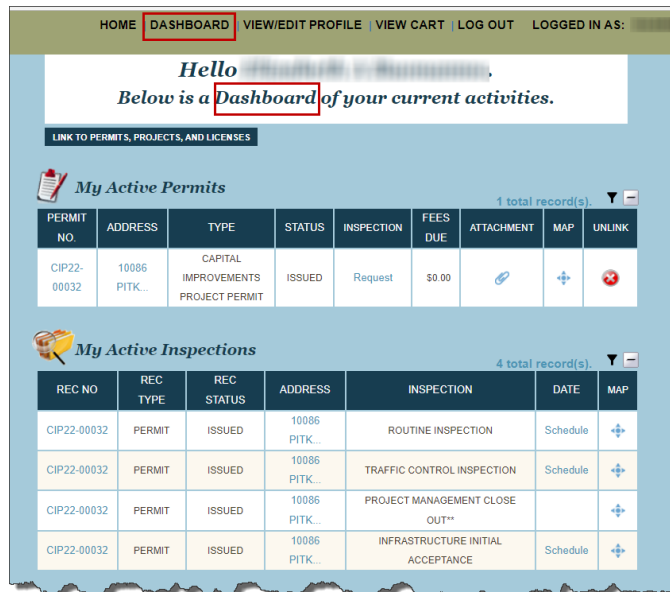
- 6. Do any of the following:
 - To create a link to current work, click **Link to Permits, Project, and Licenses**.

The following screen displays.



- i. From the drop-down list, select the type of ticket you want to link.
- ii. Type the Permit, Project, or License #.
- iii. Click Link.

The ticket is linked and your Dashboard displays.



- To view your Dashboard, click **Dashboard**.
Your Dashboard displays your current work.

1.1.4 Resetting a Forgotten Password

If you have forgotten your password, but know your username, you can easily reset your password.

1. Go to the eTRAKiT **Home** page.

The Home page displays.



2. Do the following:
 - a. For **Log In**, select the type of account.
 - b. For **User Name**, type your User Name.
3. Click **Forgot Password**.

The following screen displays.



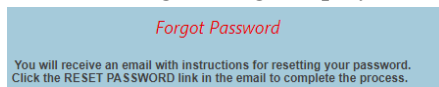
4. Depending on your role, select a role.
Note: In this example, I selected Public Registered.

The Forgot Password screen displays.



5. Type your **User Name**, and click **Reset Password**.

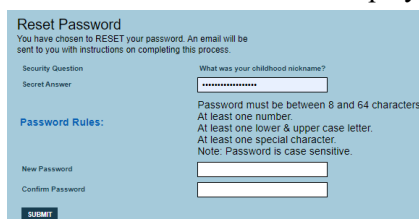
The following message displays.



The email is generated and sent to you.

6. From the email link, click **Reset Password**.

The Reset Password screen displays.



7. Do the following:
 - a. In the **Secret Answer** field, type the answer to your secret question.
 - b. Type a new password following password rules, and retype your new password.
8. Click **Submit**.

Your password is changed.

1.2 Contractors

For instructions on how to create a Contractor's account and how-to login to eTRAKiT, refer to the *Building Contractor's Quick Start Guide*.

2 Linking to your Existing Records

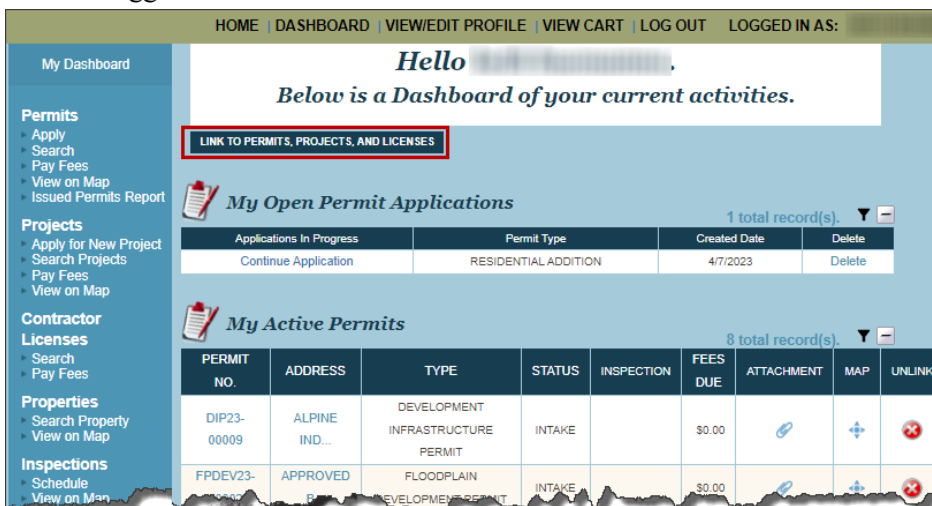
You may want to link to an existing permit/project/license in the system that was originally created in another system—like Hansen, or by another person—like your contractor.

Important: To link to a record, you need the original system-assigned record number.

To link to an existing record:

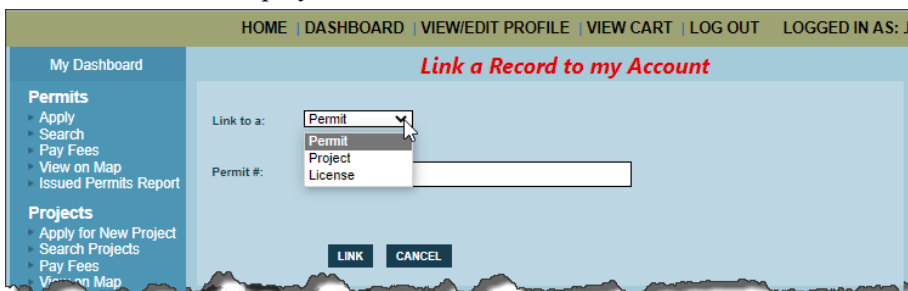
1. Ensure you have created an account in the system:
 - Contractors, refer to the *Building Contractor’s Quick Start Guide*.
 - Public, refer to [Chapter 1.1 Public Applicants](#) in this document.
2. Login to eTRAKiT: Refer to:
 - Contractors, refer to the *Building Contractor’s Quick Start Guide*.
 - Public, refer to [Chapter 1.1.3 Logging in Moving Forward](#) in this document.

You are logged in.



3. Click **Link to Permits, Projects, and Licenses**.

The Search screen displays.



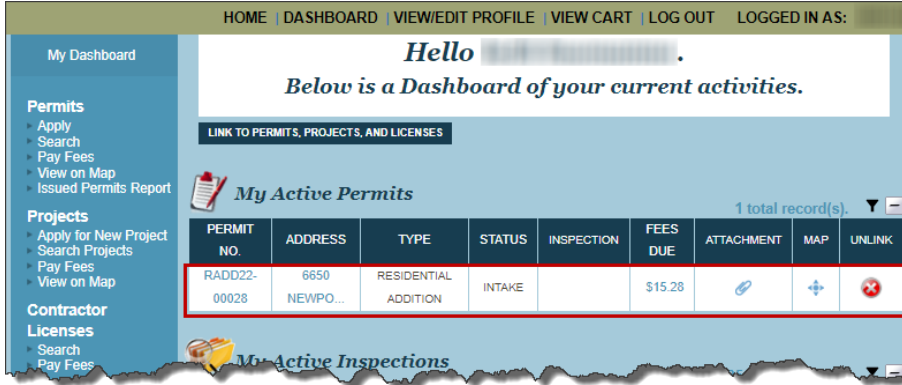
4. Do the following:

Field	Description
Link to a	Select the type of record. <i>Example:</i> In this case I selected Permit.
Permit/Project/License #	Type the full record number—for example RADD22-00028.

5. Click **Link**.

The permit is listed on your Dashboard under My Active Permits.

Depending on your type selection, your record may be listed under My Active Projects or My Active Licenses.



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits/projects/licenses, and a table titled 'My Active Permits'. The table has columns for Permit No., Address, Type, Status, Inspection, Fees Due, Attachment, Map, and Unlink. One record is highlighted with a red border.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00028	6650 NEWPO...	RESIDENTIAL ADDITION	INTAKE		\$15.28			

3 Residential Permit Applications

3.1 Applying for a Residential Permit

Use the instructions below to apply for any of the following permits: Additions, Accessory Structures, Alterations, Demolitions, Electrical, Mechanical/Gas, Miscellaneous, & Plumbing/Gas.

To apply for a residential permit:

1. From the external home page, click **Login** to login to eTRAKiT.

You are redirected to a dashboard of the current activities.

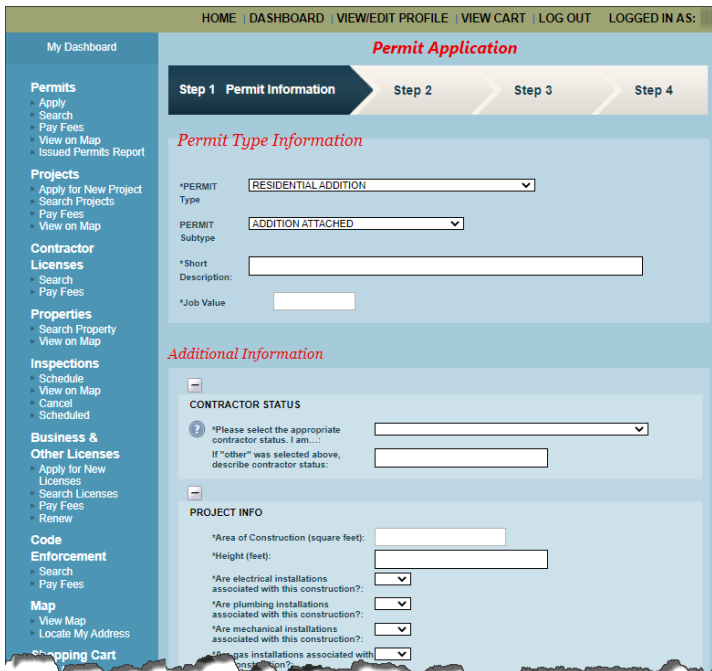
The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The navigation menu includes sections for Permits, Projects, Contractor Licenses, Properties, Inspections, and Business & Other Licenses. The main content area displays a greeting, a link to permits, and three sections: My Open Permit Applications (2 records), My Open License Applications (1 record), and My Active Permits (8 records). The My Active Permits section contains a table with columns for Permit No., Address, Type, Status, Inspection, Fees Due, Attachment, Map, and Unlink.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
DIP23-00009	ALPINE IND...	DEVELOPMENT INFRASTRUCTURE PERMIT	INTAKE		\$0.00	Attachment	Map	Unlink
FPDEV23-00002	APPROVED B...	FLOODPLAIN DEVELOPMENT PERMIT	INTAKE		\$0.00	Attachment	Map	Unlink
LVCANN23-00012	Haul Route...	ANNUAL LONG VEHICLE COMBINATION PERMIT	INTAKE		\$0.00	Attachment	Map	Unlink
OST23-00000	Haul R...	OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP...	INTAKE		\$0.00	Attachment	Map	Unlink

- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.



- Click **I Agree**, and then click **Continue**.
The Step 1: Permit Information screen displays.



- Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Permit Addition.

Permit Type Information


* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here, Residential Addition
	Permit Subtype	From the drop-down list select a subtype or a further description of the permit. Once you select a sub-type, further fields may display. EX: Here, Addition Attached

R	Field	Description
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed. This value includes labor, materials, trades, etc.

Additional Information

Contractor Status



R	Field	Description
*	 Please select the appropriate contractor status. I am...	<p>Make a selection to describe yourself.</p> <p>The permit holder carries the responsibility for all construction work and for ensuring compliance with applicable codes and regulations. Homeowners may obtain permits in their own name. However, it is strongly recommended a properly licensed contractor pull the permits as the responsible party so the city can better assist in gaining compliance for defective work.</p>
	If "Other " was selected, describe your contractor status.	Type who you are.

Project Info

When applicable or required, complete these fields for your type of residential addition.

R	Field	Description
*	Area of Construction in square feet	Type the square footages – for example 1000. No commas allowed.
*	Height (feet)	Type the height, for example 12 .
*	Are electrical installations associated with this construction?	If you are doing any electrical work with your project, select Yes from the drop-down list.
*	Are plumbing installations associated with this construction?	If you're doing any plumbing work with your project, select Yes from the drop-down list.
*	Are mechanical installations associated with this construction?	If you are doing any mechanical duct or related appliance work with your project, select Yes from the drop-down list,
*	Are gas installations associated with this construction?	If you're doing any gas piping or related appliance work with your project, select Yes from the drop-down list.
	If building a deck, will you be using the Commerce City Typical Deck Details?	<p>Click Learn more below to access the Commerce City Typical Deck Details.</p> <p>If you agree to construct your deck using these pre-engineered plans, you <i>will not</i> be required to submit building plans of your own.</p>

Other Info

R	Field	Description
*	If this project includes demolition, has a CDPHE permit been issued? If yes, a copy of the permit must be uploaded.	If demolition is included with this project, select Yes from the drop-down list. If you selected Yes, you are required to obtain a permit from the Colorado Department of Public Health and Environment. The permit must be uploaded with your application.
	Have materials disturbed during construction been tested for hazardous materials? If found, a CDPHE-approved abatement plan or associated waiver must be uploaded.	If existing construction will disturb lead paint, asbestos, or other hazardous materials, select Yes from the drop-down list. If you selected Yes, upload an approved abatement plan or an associated waiver from the Colorado Department of Public Health and Environment with your application.
*	Have the minimum documents been uploaded for this application?	From the drop-down, select "Yes" only after: <ul style="list-style-type: none">  You have confirmed your submission package is complete.  You are not missing any minimum required documents as listed on the Design Guides & Submission Requirements Web site. To access Design Guides & Submission Requirements, click the Learn More link.

Impervious Area

R	Field	Description
	How much impervious area is being added?	Type an answer.
	Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.	If you answered the question above, attach a drawing below.

Location *

- c. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**. If you do not know your Parcel ID, search by address only.
- d. In the **Search Value** field, type a partial to full address and click **Search**.
The system retrieves results matching characters types by parcel and address. The selection of address or parcel is not relevant to your permit application; you may choose either.
- e. Select appropriate selection.
The system displays the full address for your selection, for example:
 172316105013
 10002 REUNION PKWY
 COMMERCE CITY, CO 80022

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

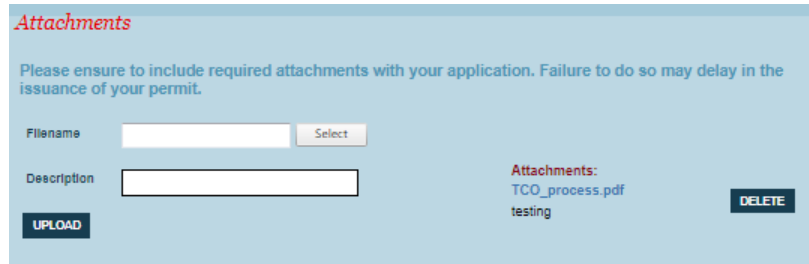
- b. Enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.

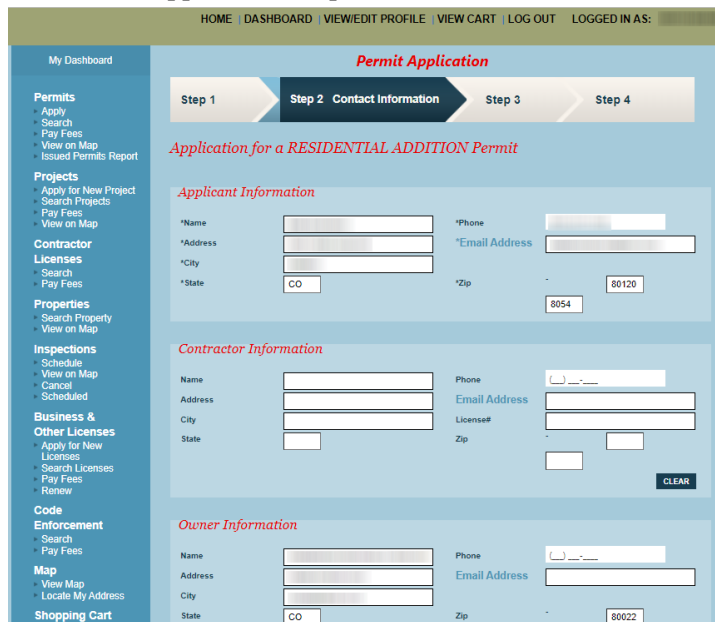


- e. As needed, upload additional files.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

- 5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



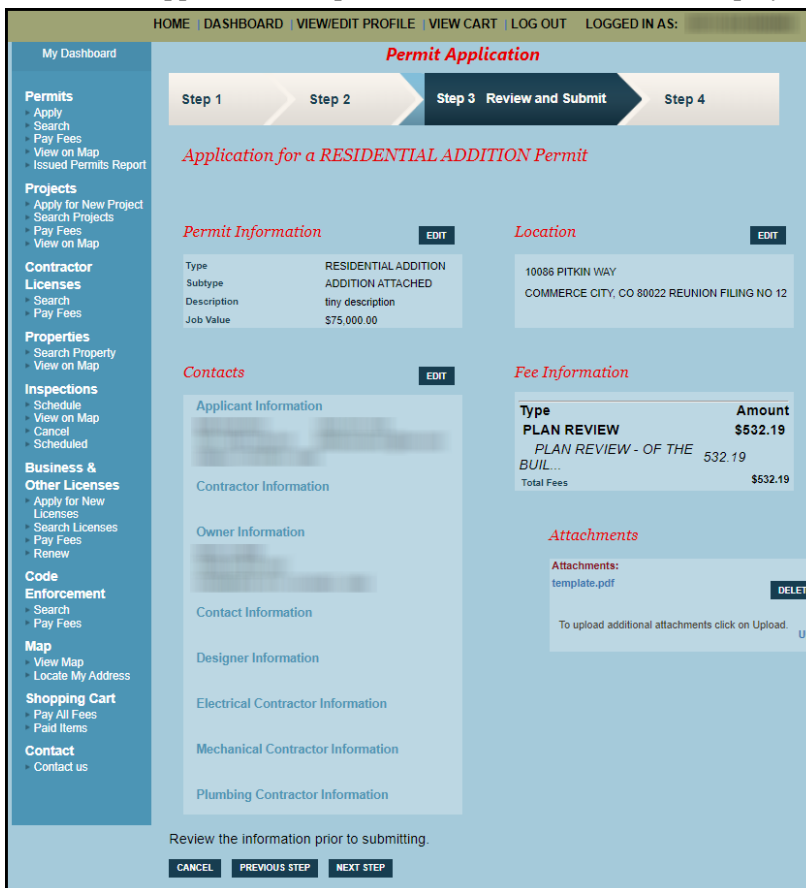
- a. Enter information for the * *required* contact types, and enter optional contact types as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



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

My Dashboard

Permit Application

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

Application for a *RESIDENTIAL ADDITION* Permit

Permit Information [EDIT]

Type	RESIDENTIAL ADDITION
Subtype	ADDITION ATTACHED
Description	tiny description
Job Value	\$75,000.00

Location [EDIT]

10086 PITKIN WAY
COMMERCE CITY, CO 80022 REUNION FILING NO 12

Contacts [EDIT]

- Applicant Information
- Contractor Information
- Owner Information
- Contact Information
- Designer Information
- Electrical Contractor Information
- Mechanical Contractor Information
- Plumbing Contractor Information

Fee Information

Type	Amount
PLAN REVIEW	\$532.19
PLAN REVIEW - OF THE BUIL...	532.19
Total Fees	\$532.19

Attachments

Attachments:
template.pdf [DELETE]

To upload additional attachments click on Upload. Up

Review the information prior to submitting.

[CANCEL] [PREVIOUS STEP] [NEXT STEP]

Permits

- Apply
- Search
- Pay Fees
- View on Map
- Issued Permits Report

Projects

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

Contractor Licenses

- Search
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- View on Map
- Cancel
- Scheduled

Business & Other Licenses

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

Code Enforcement

- Search
- Pay Fees

Map

- View Map
- Locate My Address

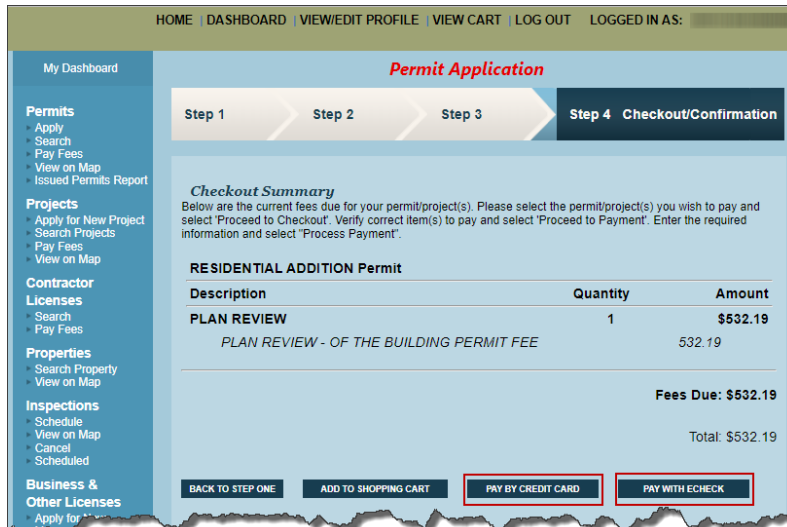
Shopping Cart

- Pay All Fees
- Paid Items

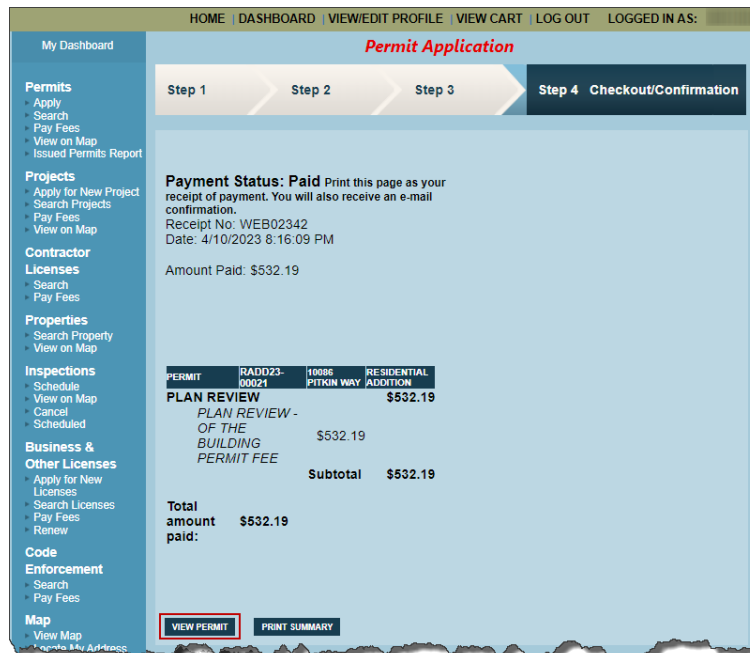
Contact

- Contact us

7. Review and edit as needed information as needed, and then click **Next Step**.
The Permit Application: Step 4 Checkout/Confirmation message displays.



8. To pay fees, click **Pay by Credit Card** or **Pay with ECheck**.
 - a. Enter **Payment Information**, and click **Next Step: Review Payment**.
The Review Payment screen displays.
 - b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.
You are returned to the Step 4: Checkout/Confirmation screen.

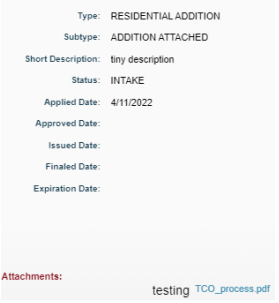

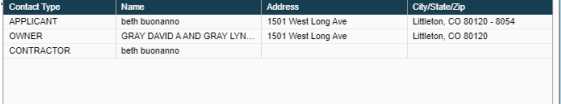
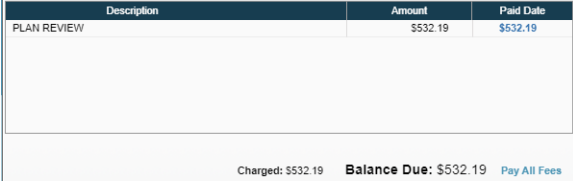
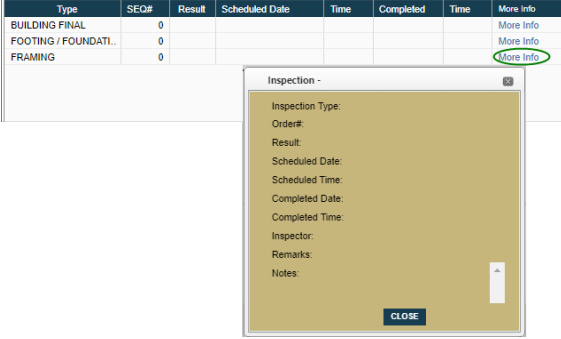


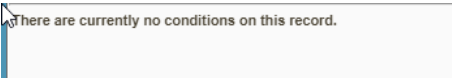
9. To view the permit, click **View Permit**.

The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description
Permit Info		Any attachments uploaded to this permit are displayed.
Site Info		
Contacts		
Fees		At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees.
Inspections		Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection. When the permit is issued, you will see inspection scheduling links here.

Tab	Content	Content Description																														
Conditions		<p>If there are conditions to the issuance of your permit, they are shown here.</p>																														
Reviews	<table border="1" data-bbox="483 373 1062 457"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table> <div data-bbox="740 464 1003 722" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-top: 10px;"> <p>Review Group: Review Type: Status: Date Sent: Date Due: Date Returned: Reviewer: Remarks: Notes: <input style="width: 100%; height: 20px;" type="text"/> CLOSE</p> </div>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT ...		4/11/2022		More Info	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/11/2022		More Info	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/11/2022		More Info	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/11/2022		More Info	<p>The Gateway Review checks for submission completeness and other administrative requirements. No other review should be conducted until the Gateway Review is approved.</p> <p>If a review <i>is not</i> approved, you are provided a link titled Respond in the More Info column.</p> <p>You cannot advance the permit until you have responded to all failed reviews.</p>
Type	Reviewer	Status	Submitted	Completed	More Info																											
GATEWAY REVIEW	BUILDING PERMIT ...		4/11/2022		More Info																											
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/11/2022		More Info																											
PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/11/2022		More Info																											
RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/11/2022		More Info																											
Project Info	<div data-bbox="483 884 716 1402" style="background-color: #f9f9f9; padding: 10px;"> <p>Area of Construction (square feet) 1000</p> <p>Height (feet) 8</p> <p>Are electrical installations associated with this construction? Yes</p> <p>Are plumbing installations associated with this construction? Yes</p> <p>Are mechanical installations associated with this construction? Yes</p> <p>Are gas installations associated with this construction? Yes</p> <p>If building a deck, will you be using the Commerce City Typical Deck Details? Not applicable</p> <p>Learn more</p> </div>																															

Tab	Content	Content Description
Other Info	<p>If this project includes demolition, has a CDPHE permit been issued? If yes, a copy of the permit must be uploaded. Not applicable</p> <p>Have materials disturbed during construction been tested for hazardous materials? If found, a CDPHE-approved abatement plan or associated waiver must be uploaded. Not applicable</p> <p>Learn more from CDPHE</p> <p>Have the minimum documents been uploaded for this application? Not applicable</p> <p>Learn more</p>	
Contractor Status	<p>Please select the appropriate contractor status. I am... the homeowner doing the work myself.</p> <p>If "other" was selected above, describe contractor status</p>	Describes the person doing the work.
Impervious Area	<p>How much impervious area is being added?</p> <p>Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.</p>	If an impervious area is added, it is described here.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).

The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits, projects, and licenses, and two tables: 'My Active Permits' and 'My Active Inspections'. Both tables have red boxes highlighting specific rows.

My Active Permits Table:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00052	10086 PITK...	RESIDENTIAL ADDITION	INTAKE		\$532.19			
RMSTR22-00014	10086 PITK...	RESIDENTIAL MASTER MODEL	INTAKE		\$0.00			

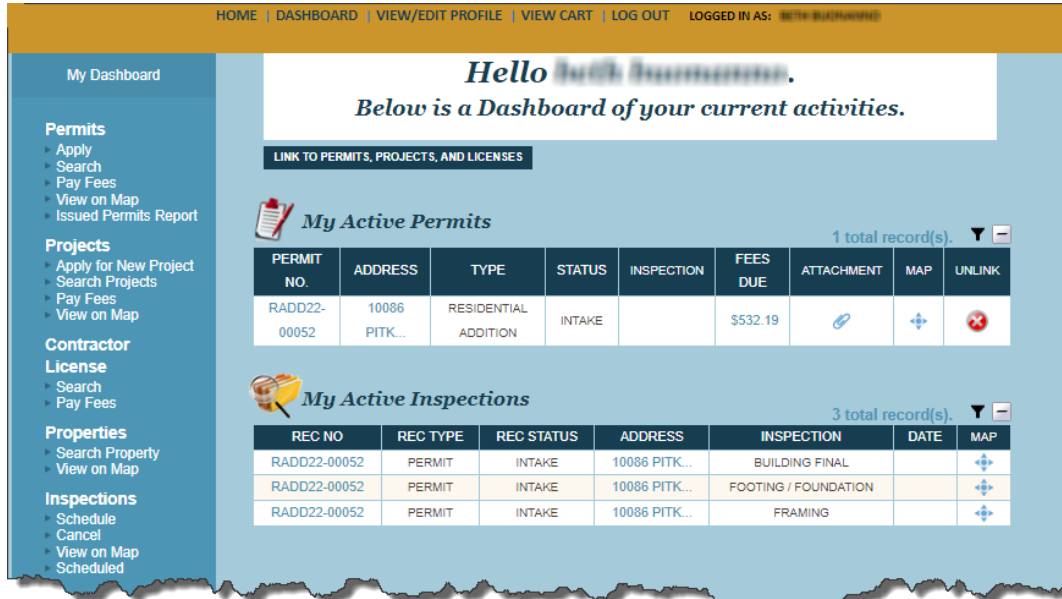
My Active Inspections Table:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RADD22-00052	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
RADD22-00052	PERMIT	INTAKE	10086 PITK...	FOOTING / FOUNDATION		
RADD22-00052	PERMIT	INTAKE	10086 PITK...	FRAMING		

- To monitor the review and approval process, refer to [Section 3.4 Residential Permit’s Review & Approval Process.](#)

3.2 Applying for Residential Master Model Permit

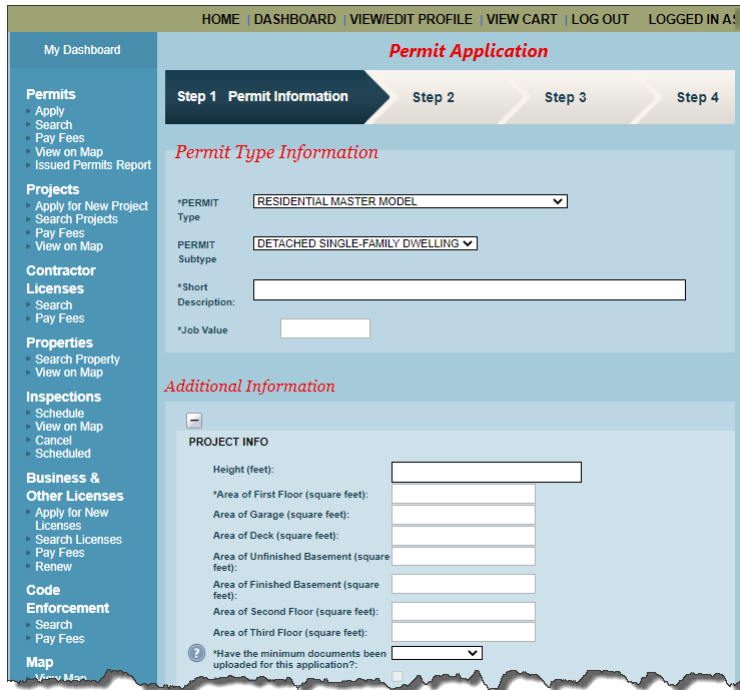
- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



- Under the **Permits** heading, click **Apply**. The Permit Application screen displays.



- Click **I Agree**, and then click **Continue**.
The Permit Application screen displays.



- Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Residential Master Model and accepted the SubType default selection of Detached Single-Family Dwelling.

Permit Type Information

* Required




R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here, Residential Master Model
	Permit Subtype	From the drop-down list select a subtype or a further description of the permit. Once you select a sub-type, further fields may display. EX: Here Detached Single-Family Dwelling
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 350000. No dollar signs or commas allowed; they are generated after input is complete. For a master model, provide the valuation of the largest house-type you can construct from the submitted plans.

Additional Information


Project Info

When applicable or required, complete these fields for your master model.






* = Required

R	Field	Description
	Height (feet)	Type the height, for example 25.
*	Area of First Floor (square feet):	Type square foot area, for example 1000 .
	Area of Garage (square feet):	Type square foot area, for example 500 or blank if there is no garage.
	Area of Deck (square feet):	Type square foot area, for example 500 or blank if there is no deck.
	Area of Unfinished Basement (square feet):	Type square foot area, for example 750 or blank if there is no basement.
	Area of Finished Basement (square feet):	Type square foot area, for example 750 or blank if there is no basement finish.
	Area of Second Floor (square feet):	Type square foot area, for example 750 or blank if there is no second floor.
	Area of Third Floor (square feet):	Type square foot area, for example 750 or blank if there is no third floor.
*	 Have the minimum documents been uploaded for this application?	<p>From the drop-down, select Yes only after:</p> <ul style="list-style-type: none">  You have confirmed your submission package is complete.  You are not missing any minimum required documents as listed on the Design Guides & Submission Requirements Web site. <p>To access Design Guides & Submission Requirements, click the Learn More link.</p>


Green Building

R	Field	Description
*	 Is this project being designed as a green building?	<p>If you are building any single-family dwelling from these master model plans that will be certified as "green" construction, select Yes from the drop-down list.</p> <p>For more information on green projects, click Learn More below.</p>
	Green Building Designation	From the drop-down list, select the appropriate organization that will be conducting the final grading of your green building.
	Energy Compliance Method per IRC or IECC	From the drop-down list, select the appropriate method you used during the design phase to meet the energy compliance provisions of the International Residential Code or the International Energy Conservation Code.

Master Model

R	Field	Description
*	Model Name	Type the name of the model.
*	 Type of submission	From the drop-down list, select the appropriate type based on whether this is the initial review of the master model plans under the current building code, or if these plans were previously reviewed and are now being transferred to a new subdivision or filing.
	 If this application is a model transfer, indicate record number of first-time submissions:	If this submission is a transfer, provide the permit record number of its original submission.
*	 Name of Subdivision/Filing	Type the name and filing number, if applicable.
*	 Has master model elevation project been approved?	If Commerce City Planning has approved the Master Model Elevation (MME) Project Type, select Yes from the drop-down list. If the MME has not been approved, your submission will be rejected until that approval has occurred.
*	 Master Model Elevation Project Record Number:	Type the record number that was provided to you when you submitted your MME to Planning. If this legacy project type was approved prior to the use of eTRAKiT, provide the date of its approval here.

Location Info

 In the "Location" search field below, enter "master model" and select the "Master Model – SUBDIVISION) option.	<p>Explanation:</p> <p>For first-time or transfer submissions, master models must be linked to a specific subdivision/filing to be processed and approved by the city. The city-issued Parcel ID for the entire subdivision/filing must be used for the application.</p> <p>If you do not know the parcel ID, please contact the Planning Division at 303-227-8777.</p>
--	---

Location*

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, type `master model` and click **Search**.
The system retrieves results matching characters types.
- c. Select **Master Model – SUBDIVISION**.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, you must provide a separate description of each uploaded file. Enter a Description of the file. For multiple attachments, enter multiple descriptions.

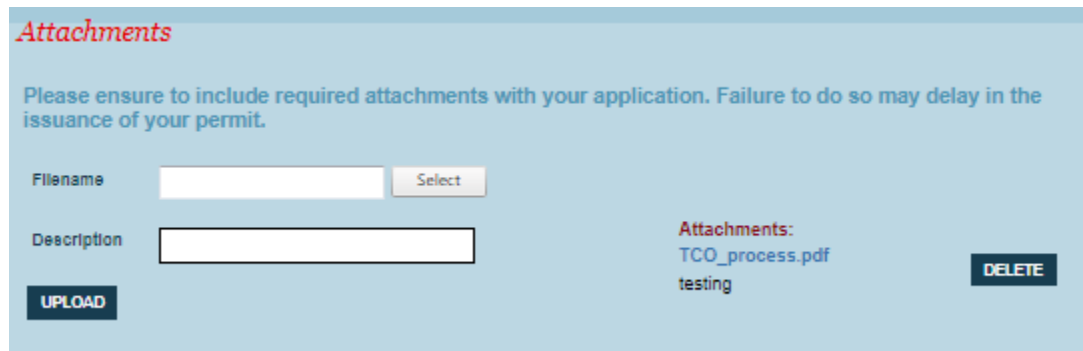
- b. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- c. Click **Accept**.

The system displays the file as uploaded.



Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename

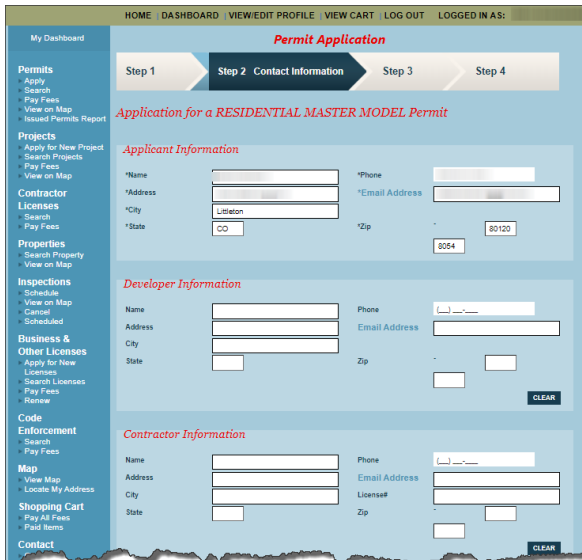
Description

Attachments:
TCO_process.pdf
testing

- d. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



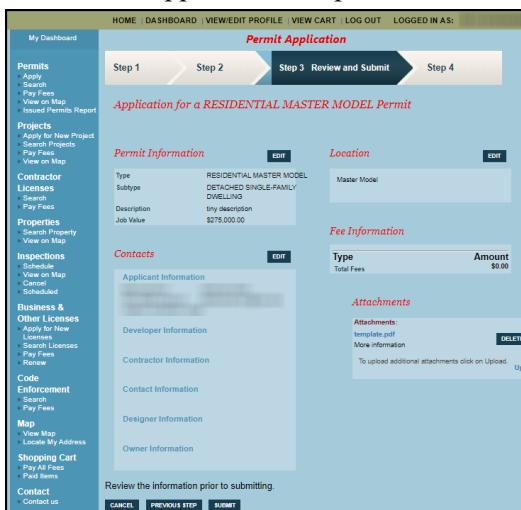
a. Enter information for * *required* contact types, and for optional contact types as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Developer Information
	Contractor Information
	Contact Information
	Designer Information
	Owner Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



7. Review and edit information as needed, and click **Submit**.

An email is generated and sent to you with a link to your application.

The Summary screen displays the Permit map and Permit Description tabs.

The tabs summarize the content on the requested permit:

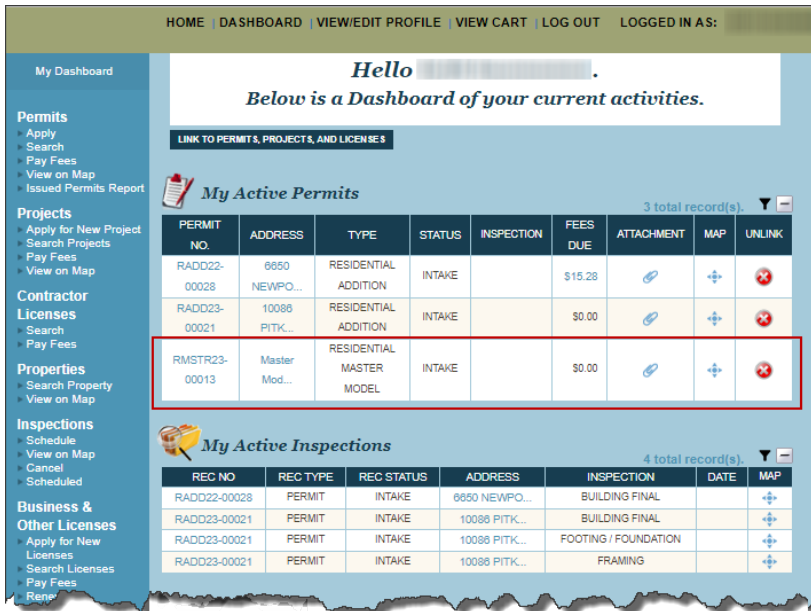
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description												
Permit Info	<p>Type: RESIDENTIAL MASTER MODEL Subtype: DETACHED SINGLE-FAMILY DWELLING Short Description: tiny description Status: INTAKE Applied Date: 4/13/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:</p>	Any attachments uploaded to this permit are displayed.												
Site Info	<p>Address: 10086 PITKIN WAY City/State/Zip: COMMERCE CITY, CO, 80022 Property Type ADDRESS APN: 172316216010 Subdivision: REUNION FILING NO 12 Tract: Block: Lot: 37 Sect-Twp-Rng: 16 2S 66W Lot Size (SF): 7793.83620952</p>													
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				OWNER				
Contact Type	Name	Address	City/State/Zip											
APPLICANT														
OWNER														
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td colspan="3">No records to display.</td> </tr> </tbody> </table>	Description	Amount	Paid Date	No records to display.			At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees.						
Description	Amount	Paid Date												
No records to display.														
Inspections	<p>There are currently no inspections on this record.</p>	If inspections are auto-generated, the list is displayed here.												
Conditions	<p>There are currently no conditions on this record.</p>	If there are conditions to the approval of your master model, they will be shown here.												

Tab	Content	Content Description																																				
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/13/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE ...</td> <td></td> <td>4/13/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/13/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PUBLIC WORKS REVIEW</td> <td>PUBLIC WORKS</td> <td></td> <td>4/13/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE ...</td> <td></td> <td>4/13/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT ...		4/13/2022		More Info	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/13/2022		More Info	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/13/2022		More Info	PUBLIC WORKS REVIEW	PUBLIC WORKS		4/13/2022		More Info	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE ...		4/13/2022		More Info	<p>The Gateway Review checks for submission completeness and other administrative requirements.</p> <p>Important: No other review will be conducted until the Gateway Review is approved.</p> <p>If a review <i>is not</i> approved, you will be provided a link titled Respond in the More Info column. You cannot advance the permit until you've responded to all failed reviews.</p>
Type	Reviewer	Status	Submitted	Completed	More Info																																	
GATEWAY REVIEW	BUILDING PERMIT ...		4/13/2022		More Info																																	
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/13/2022		More Info																																	
PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/13/2022		More Info																																	
PUBLIC WORKS REVIEW	PUBLIC WORKS		4/13/2022		More Info																																	
RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE ...		4/13/2022		More Info																																	
Project Info	<table border="1"> <tbody> <tr> <td>Height (feet)</td> <td>25</td> </tr> <tr> <td>Area of First Floor (square feet)</td> <td>1000</td> </tr> <tr> <td>Area of Garage (square feet)</td> <td>750</td> </tr> <tr> <td>Area of Deck (square feet)</td> <td>300</td> </tr> <tr> <td>Area of Unfinished Basement (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Finished Basement (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Second Floor (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Third Floor (square feet)</td> <td>0</td> </tr> <tr> <td>Have the minimum documents been uploaded for this application?</td> <td>Not applicable</td> </tr> <tr> <td colspan="2">Learn more</td> </tr> </tbody> </table>	Height (feet)	25	Area of First Floor (square feet)	1000	Area of Garage (square feet)	750	Area of Deck (square feet)	300	Area of Unfinished Basement (square feet)	0	Area of Finished Basement (square feet)	0	Area of Second Floor (square feet)	0	Area of Third Floor (square feet)	0	Have the minimum documents been uploaded for this application?	Not applicable	Learn more		<p>Information you entered on your application.</p>																
Height (feet)	25																																					
Area of First Floor (square feet)	1000																																					
Area of Garage (square feet)	750																																					
Area of Deck (square feet)	300																																					
Area of Unfinished Basement (square feet)	0																																					
Area of Finished Basement (square feet)	0																																					
Area of Second Floor (square feet)	0																																					
Area of Third Floor (square feet)	0																																					
Have the minimum documents been uploaded for this application?	Not applicable																																					
Learn more																																						
Master Model	<p>Learn more about the master model process.</p> <p>Model Name: Dream Acres Model 1</p> <p>Type of Submission: First-time submission of this model for current code cycle</p> <p>If this application is a model transfer, indicate record number of first-time submission</p> <p>Name of Subdivision/Filing: SubDiv DA</p> <p>Has master model elevation project been approved?: No</p> <p>Master Model Elevation Project Record Number: 411</p> <p>In the "Location" fields below, search by "Parcel ID" and enter the corresponding ID number of the subdivision/filing in the search value.</p>																																					
Green Building	<p>Is this project being designed as a green building?</p> <p>Learn more</p> <p>Green Building Designation</p>																																					

Tab	Content	Content Description
Location Info	<p>In the "Location" search field below, enter "master model" and select the "Master Model - SUBDIVISION" option.</p>	<p>For master models, instructions are provided for address options. In this scenario, the address of Master Model – SUBDIVISION is selected.</p>

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. No inspections are required for Master Model.



The screenshot shows the 'My Dashboard' interface. At the top, there are navigation links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS:. Below this, a personalized greeting says 'Hello [Name]' and 'Below is a Dashboard of your current activities.' There is a link to 'LINK TO PERMITS, PROJECTS, AND LICENSES'. The main section is titled 'My Active Permits' and shows 3 total records. A table lists the permits:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00028	6650 NEWPO...	RESIDENTIAL ADDITION	INTAKE		\$15.28			
RADD23-00021	10086 PITK...	RESIDENTIAL ADDITION	INTAKE		\$0.00			
RMSTR23-00013	Master Mod...	RESIDENTIAL MASTER MODEL	INTAKE		\$0.00			

Below the permits table is the 'My Active Inspections' section, showing 4 total records. A table lists the inspections:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RADD22-00028	PERMIT	INTAKE	6650 NEWPO...	BUILDING FINAL		
RADD23-00021	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
RADD23-00021	PERMIT	INTAKE	10086 PITK...	FOOTING / FOUNDATION		
RADD23-00021	PERMIT	INTAKE	10086 PITK...	FRAMING		

- To monitor the review and approval process, refer to [Section 3.4 Residential Permit's Review & Approval Process](#).

3.3 Applying for Residential NEW Permit

- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



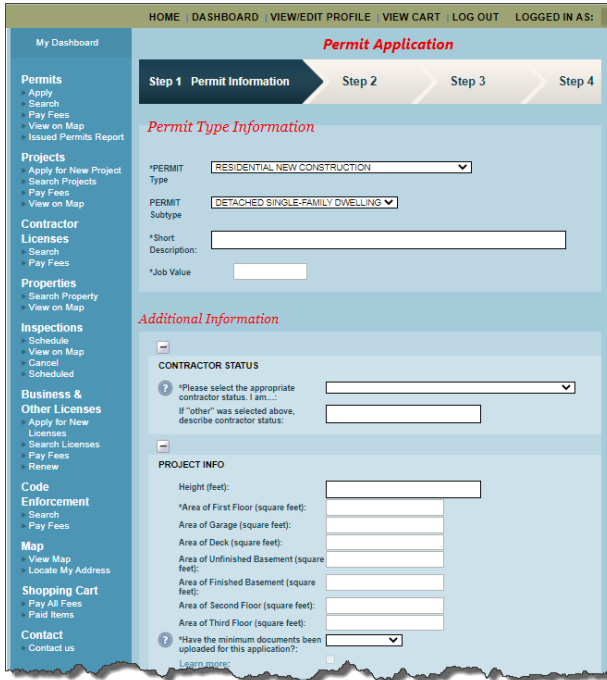
- Under the **Permits** heading, click **Apply**. The Permit Application screen displays.



- Click **I Agree**, and then click **Continue**.
The Permit Application screen displays.

The example below depicts:

PERMIT Type of Residential New Construction, and
PERMIT Subtype of Detached Single-Family Dwelling.



- Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Residential New Construction and accepted the default SubType of Detached Single-Family Dwelling.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here, Residential New Construction
	Permit Subtype	From the drop-down list select a subtype or a further description of the permit. Once you select a sub-type, further fields may display. EX: Here, Detached Single-Family Dwelling
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed. This value includes labor, materials, trades, etc.

Additional Information

Contractor Status




* Required

When applicable or * *required*, complete these fields for your type of new residential project.


R	Field	Description
*	Please select the appropriate contractor status. I am...	Select a description of yourself.
	If "other" was selected above, describe contractor status:	As needed, describe your status.

Project Info



When applicable or * *required*, complete these fields for your type of new residential project.

R	Field	Description
	Height (feet)	Type the height, for example 25
*	Area of First Floor (square feet):	Type square foot area, for example 1000
	Area of Garage (square feet):	Type square foot area, for example 500 or blank if there is no garage
	Area of Deck (square feet):	Type square foot area, for example 500 or blank if there is not deck
	Area of Unfinished Basement (square feet):	Type square foot area, for example 750 or blank if there is no basement
	Area of Finished Basement (square feet):	Type square foot area, for example 750 or blank if there is no basement finish
	Area of Second Floor (square feet):	Type square foot area, for example 750 or blank if there is no second floor
	Area of Third Floor (square feet):	Type square foot area, for example 750 or blank if there is no third floor
*	 Have the minimum documents been uploaded for this application?	From the drop-down, select Yes only after: <ul style="list-style-type: none">  You have confirmed your submission package is complete.  You are not missing any minimum required documents as listed on the Design Guides & Submission Requirements Web site. To access Design Guides & Submission Requirements, click the Learn More link.

Green Building

R	Field	Description
*	 Is this project being designed as a green building?	If you are building this new home to be certified as "green" construction, select Yes from the drop-down list. For more information on green projects, click Learn More below.
	Green Building Designation	From the drop-down list, select the appropriate organization that will conduct the final grading of your green building.
*	Energy Compliance Method per IRC or IECC:	From the drop-down list, select a method.

Master Model

R	Field	Description
*	Is this application associated with a master model?	If this house is being constructed from an approved master model, select Yes from the drop-down list.
	Model Name	Type the name of the model.
	 Master Model (RMSTR) Permit Record Number:	Type the record number of the approved master model for this subdivision and filing.
	 Subdivision Name and Filing	Type the subdivision name and filing number.

Impervious Area

R	Field	Description
	How much impervious area is being added?	Type the number and description.
	Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.	Refer to the Attachments section below.

Location *

- a. In the **Search By** field, from the drop-down list, select **Parcel ID** or **Address**. If you do not know your Parcel ID, search by address.
- b. In the **Search Value** field, type a partial to full Parcel ID or Address and click **Search**.
The system retrieves results matching characters types by parcel and address. The selection of address or parcel is not relevant to your permit application; you may choose either.
- c. Select appropriate selection.
The system displays the full address for your selection, for example
172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

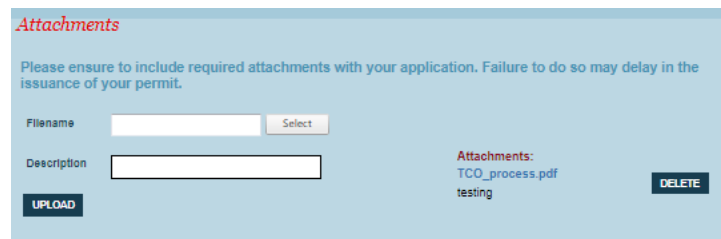
- b. Enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

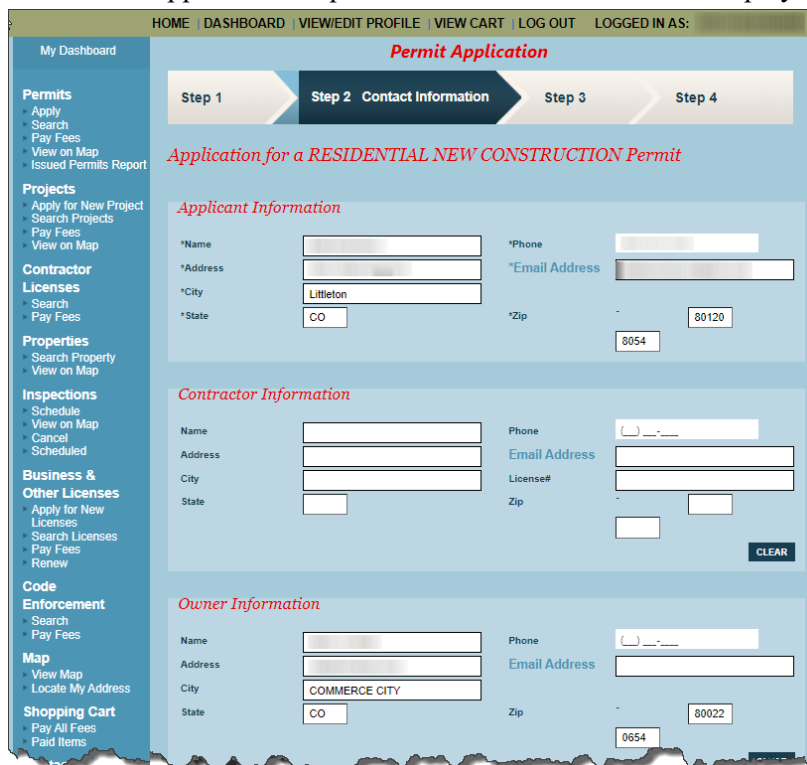
The system displays the file as uploaded.



- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



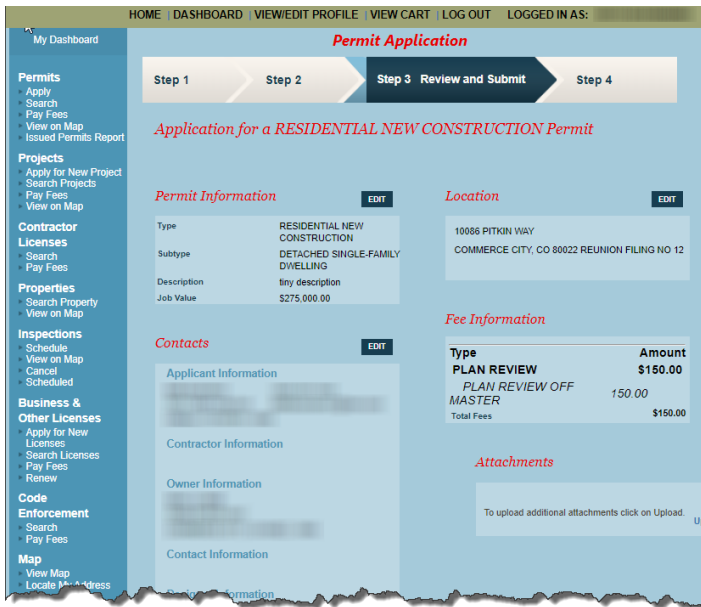
- a. Enter information for * *required* contact types, and for optional contact types as needed:

* = Required

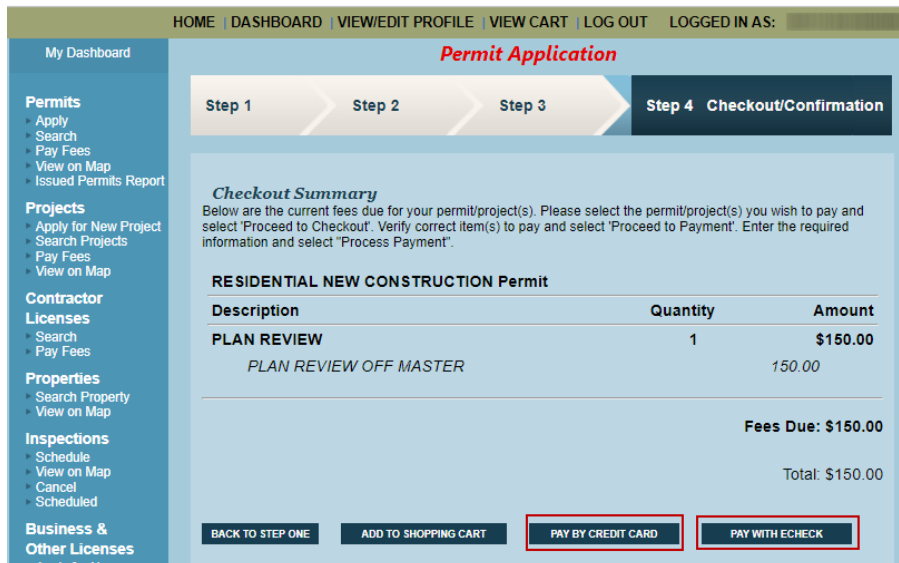
R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Developer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.

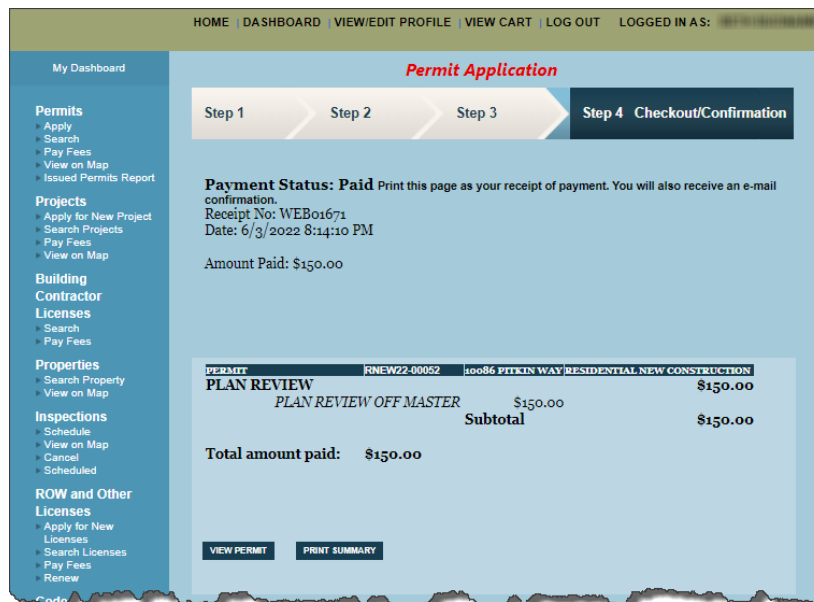


7. Review and edit as needed information as needed, and then click **Next Step**. The Permit Application: Step 4 Checkout/Confirmation message displays.



8. To pay the permit fees, click **Pay by Credit Card** or **Pay with ECheck**.
 - a. Enter **Payment Information**, and click **Next Step: Review Payment**. The Review Payment screen displays.
 - b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

You are returned to the Step 4: Checkout/Confirmation screen.



In your email, you will receive the following:


- A notification thanking you for your online order.
- A payment receipt.

9. To view the permit, click **View Permit**.

The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description																																																																																																																
Permit Info	<p>Type: RESIDENTIAL NEW CONSTRUCTION Subtype: DETACHED SINGLE-FAMILY DWELLING Short Description: dream home Status: INTAKE Applied Date: 4/14/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:</p>	Any attachments uploaded to this permit are displayed.																																																																																																																
Site Info	<p>Address: 10088 PITKIN WAY  City/State/Zip: COMMERCE CITY, CO, 80022 Property Type ADDRESS APN: 172316218010 Subdivision: REUNION FILING NO 12 Tract: Block: Lot: 37 Sect-Twp-Rng: 16 2S 86W Lot Size (\$F): 7793.83620952</p>	Address or Parcel ID of the site and associated lot details.																																																																																																																
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTOR</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				CONTRACTOR				OWNER				Data input on the Contact Information screen.																																																																																																
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Description	Amount	Paid Date																																																																																																																
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Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info																																																																																																											
BUILDING FINAL	0						More Info																																																																																																											
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PLUMBING ROUGH	0						More Info																																																																																																											
Conditions	<p>There are currently no conditions on this record.</p>	If there are conditions to the issuance of your permit, they are shown here.																																																																																																																

Tab	Content	Content Description																																				
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT...</td> <td></td> <td>4/14/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE...</td> <td></td> <td>4/14/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT...</td> <td></td> <td>4/14/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PUBLIC WORKS REVIEW</td> <td>PUBLIC WORKS...</td> <td></td> <td>4/14/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE...</td> <td></td> <td>4/14/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT...		4/14/2022		More Info	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/14/2022		More Info	PRE-ISSUANCE REVIEW	BUILDING PERMIT...		4/14/2022		More Info	PUBLIC WORKS REVIEW	PUBLIC WORKS...		4/14/2022		More Info	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/14/2022		More Info	<p>The Gateway Review checks for submission completeness and other administrative requirements.</p> <p>Important: No other review will be conducted until the Gateway Review is approved.</p> <p>If a review is not approved, you will be provided a link titled Respond in the More Info column. You cannot advance the permit until you've responded to all failed reviews.</p>
Type	Reviewer	Status	Submitted	Completed	More Info																																	
GATEWAY REVIEW	BUILDING PERMIT...		4/14/2022		More Info																																	
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/14/2022		More Info																																	
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RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/14/2022		More Info																																	
Project Info	<p>Height (feet) 50</p> <p>Area of First Floor (square feet) 2000</p> <p>Area of Garage (square feet) 750</p> <p>Area of Deck (square feet) 300</p> <p>Area of Unfinished Basement (square feet) 0</p> <p>Area of Finished Basement (square feet) 500</p> <p>Area of Second Floor (square feet) 0</p> <p>Area of Third Floor (square feet) 0</p> <p>Have the minimum documents been uploaded for this application? Not applicable</p> <p>Learn more</p>																																					
Contractor Status	<p>Please select the appropriate contractor status. I am...</p> <p>If "other" was selected above, describe contractor status</p>	Description of the applicant.																																				
Master Model	<p>Is this application associated with a master model? No</p> <p>Master Model Name</p> <p>Master Model (RM STR)</p> <p>Permit Record Number</p> <p>Subdivision Name and Filing</p>																																					
Impervious Area	<p>How much impervious area is being added?</p> <p>Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.</p>	If you designated an impervious area, the number and description is denoted here.																																				

Tab	Content	Content Description
Green Building	<p>Is this project being designed as a green building?</p> <p>Learn more</p> <p>Green Building Designation</p>	If the building is green, this tab provides information input.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).

The screenshot shows the 'My Dashboard' interface. At the top, there are navigation links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: [User Name]. Below the navigation is a 'Hello' message and a link to 'PERMITS, PROJECTS, AND LICENSES'. The main content area is divided into two sections: 'My Active Permits' and 'My Active Inspections'. 'My Active Permits' shows 1 total record(s) with a table containing one row: RNEW23-00026, 10086 PITK., RESIDENTIAL NEW CONSTRUCTION, INTAKE, \$0.00. 'My Active Inspections' shows 21 total record(s) with a table listing various inspection types such as BUILDING FINAL, ELECTRICAL FINAL, MECHANICAL FINAL, PLUMBING FINAL, etc.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RNEW23-00026	10086 PITK.	RESIDENTIAL NEW CONSTRUCTION	INTAKE		\$0.00			

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	BUILDING FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	ELECTRICAL FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	MECHANICAL FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	PLUMBING FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	PW BUILDING INSPECTION FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	PLUMBING UNDERGROUND		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	TEMP METER RELEASE		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	DRYWALL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	ELECTRIC SERVICE		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	ELECTRICAL ROUGH		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	FRAMING		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	INSULATION		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	MECHANICAL ROUGH		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	PLANNING INSPECTION		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	PLUMBING ROUGH		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	SHEARWALL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK.	UFER		

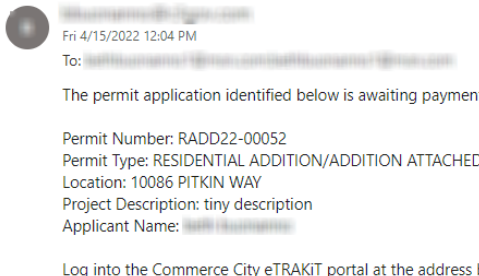
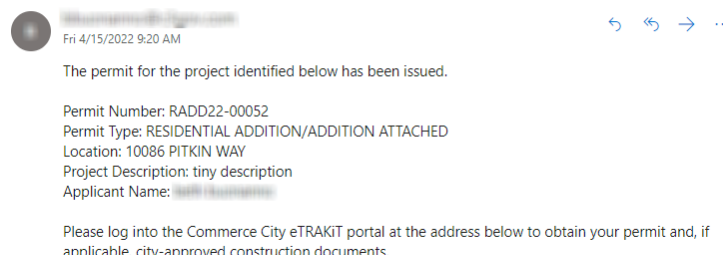
10. To monitor the review and approval process, refer to [Section 3.4 Residential Permit’s Review & Approval Process](#).

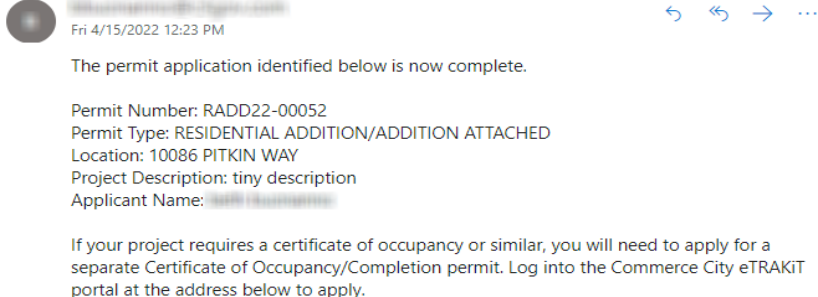
3.4 Residential Permit’s Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

Permit Status	System Action	Action you should take to respond to email
Intake	<p>When you first apply for a permit, the default status is "Intake." Only one review takes place during this stage, the Gateway Review. If the permit submission package you uploaded is incomplete or your documents are missing essential information, you will be notified with an email similar to below:</p> <p>A review for the project identified below was not approved.</p> <p>Permit Number: CNEW22-00037 Permit Type: COMMERCIAL NEW CONSTRUCTION/NON-RESIDENTIAL STRUCTURE Location: 12282 JASPER ST Project Description: test Review Type: GATEWAY REVIEW Name of Reviewer: BUILDING PERMIT TECH BUCKET Completion Date: 5/24/2022 12:00:00 AM</p> <p>Log into the Commerce City eTRAKIT portal at the address below to access the plan reviewer’s comments.</p>	Login into eTRAKIT and provide additional information as required.
Under Review	<p>Once the Gateway Review is approved and the status of the application is changed to "Under Review," the system generates an email similar to the following:</p>	Optionally, check on your application.
Awaiting Payment	<p>Commerce City Permit RADD22-00052 Fees Due</p>  <p>Log into the Commerce City eTRAKIT portal at the address below to pay your outstanding fees.</p>	Login to pay outstanding fees.
Issued	<p>Commerce City Permit RADD22-00052 Issued</p>  <p>Please log into the Commerce City eTRAKIT portal at the address below to obtain your permit and, if applicable, city-approved construction documents.</p>	Click link to retrieve permit and any city-approved construction documents.

Permit Status	System Action	Action you should take to respond to email
Closed	<p>Commerce City Permit RADD22-00052 Completed</p>  <p>The permit application identified below is now complete.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>If your project requires a certificate of occupancy or similar, you will need to apply for a separate Certificate of Occupancy/Completion permit. Log into the Commerce City eTRAKIT portal at the address below to apply.</p>	As needed, apply for a Certificate of Occupancy (COI) permit.

4 Commercial Permit Applications

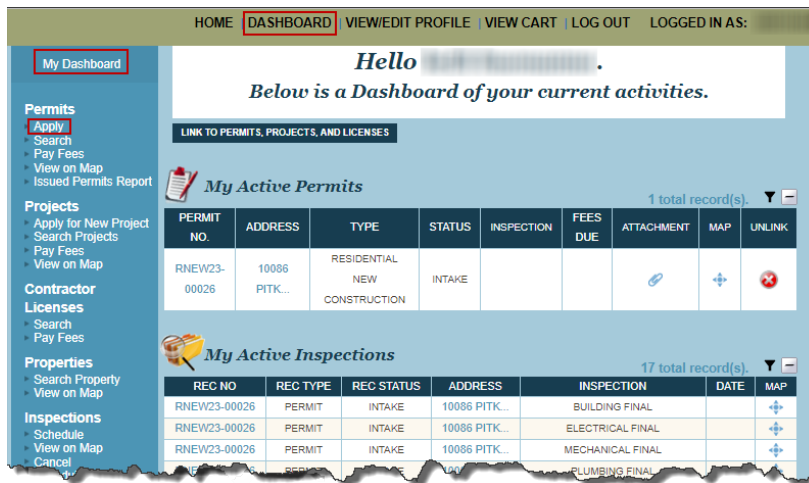
4.1 Applying for a Commercial Permit

Use the instructions below to apply for any of the following commercial permits: Commercial Accessory Structure, Additions, Alterations, Electrical, Mechanical, Sign Permit, Commercial Miscellaneous, and Plumbing/Gas.

To apply for a commercial permit:

1. From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.

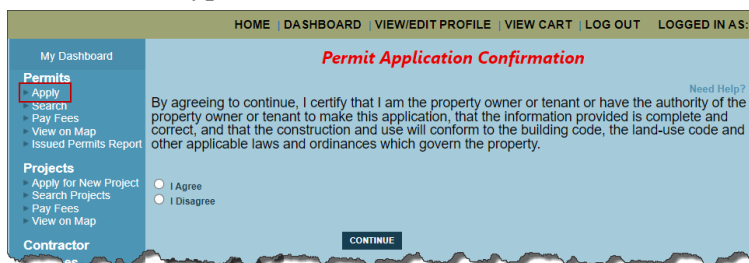


2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Commercial New Construction, and **PERMIT Subtype** of Foundation Only.



3. Click **I Agree**, and then click **Continue**.
The Permit Application screen displays.

4. Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Commercial New Construction.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here, Commercial New Construction
	Permit Subtype	From the drop-down list a subtype is automatically selected. As needed select a different sub-type; further fields may display. EX: Here, Foundation Only
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 275000. No dollar signs or commas allowed – they are generated automatically.

Additional Information:

Project Info

* Required


Project information may display dependent on the Permit Type and Sub-Type selected. In this scenario, the Permit Type- Commercial New Construction, Project Info displays.


R	Field	Description
*	Occupancy Type	From the drop-down list, make selection.
*	Total area of Construction-all floors (square feet):	Type the number of square feet, for example 5000 .
	For Multi-Family Buildings, Number of Dwelling Units:	Type a number, for example, 5.
	For Lodging Establishments, Number of Rooms	Type a number, for example 4.
*	Building Height (feet):	Type the number of feet, for example 100.
*	Is building a high-rise?	From the drop-down list, make selection.
*	Is high pile storage associated with this project?	From the drop-down list, make selection.

Other Info

* Required


Other Info information may display dependent on the Permit Type and Sub-Type selected. In this scenario for the Permit Type- Commercial New Construction, Other Info displays.

R	Field	Description
*	Are electrical installations associated with this construction?	From the drop-down list, make selection.
*	Are plumbing installations associated with this construction?	From the drop-down list, make selection.
*	Are mechanical installations associated with this construction?	From the drop-down list, make selection
*	Are gas installations associated with this construction?	From the drop-down list, make selection.
	 Record Number of Planning/Project Case:	<p>If a development plan is associated with this construction, it must be approved by Commerce City's planning department prior to the application of a building permit.</p> <p>To confirm its approval, provide the development plan's project record number as issued by the city if applicable.</p> <p><i>Note:</i> Legacy cases may not have a project record number; in these instances, please attach and upload planning's development plan approval letter.</p>

R	Field	Description
	Is the fire suppression system included in the building valuation?	From the drop-down list, make selection.
*	 Have the minimum documents been uploaded for this application?	From the drop-down list, make selection.

Green Building

* Required

R	Field	Description
*	 Is this project being designed as a green building?	From the drop-down list, select an answer. For more information on green projects, click Learn More . Green buildings are given priority status for a building plan review. Click the Learn More to see if your project qualifies.
	Green Building Designation	From the drop-down list, select the appropriate organization that will conduct the final grading of your green building.

Foundation-Only

* Required

R	Field	Description
	Are underground electrical installations associated with this construction?	From drop-down list, select an answer.
	Are underground plumbing installations associated with this construction?	From drop-down list, select an answer.

Impervious Area

* Required

R	Field	Description
	How much impervious area is being added?	Type the number and description.
	Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.	Refer to the Attachments section below.

Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, type a partial to full address and click **Search**.

The system retrieves results matching characters types.

- c. Select appropriate selection.

The system displays the full address for your selection, for example:

172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

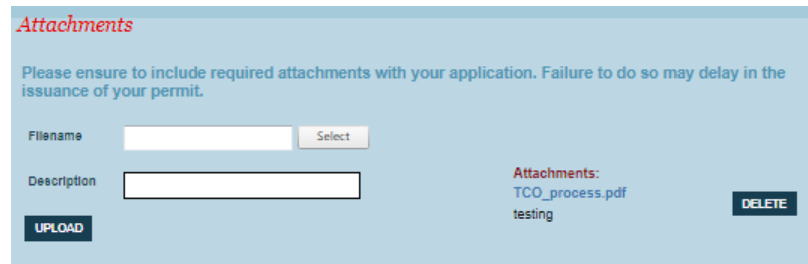
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.

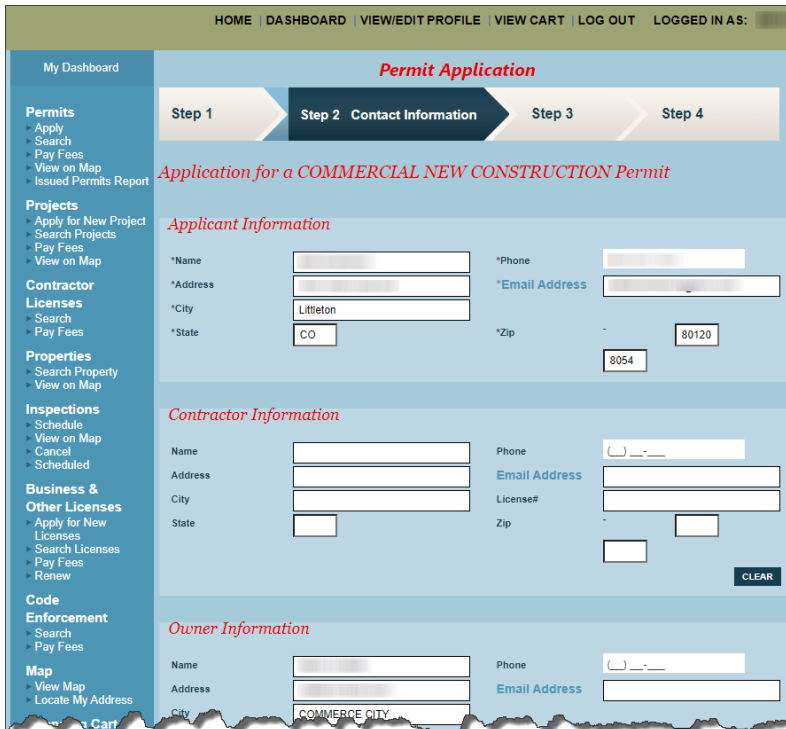


The screenshot shows a light blue panel titled "Attachments". At the top, a message reads: "Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit." Below this, there are two input fields: "Filename" with a "Select" button and "Description" with a text box. An "UPLOAD" button is located at the bottom left. On the right side, under the heading "Attachments:", there is a list of files: "TCO_process.pdf" with the description "testing" below it, and a "DELETE" button to its right.

- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



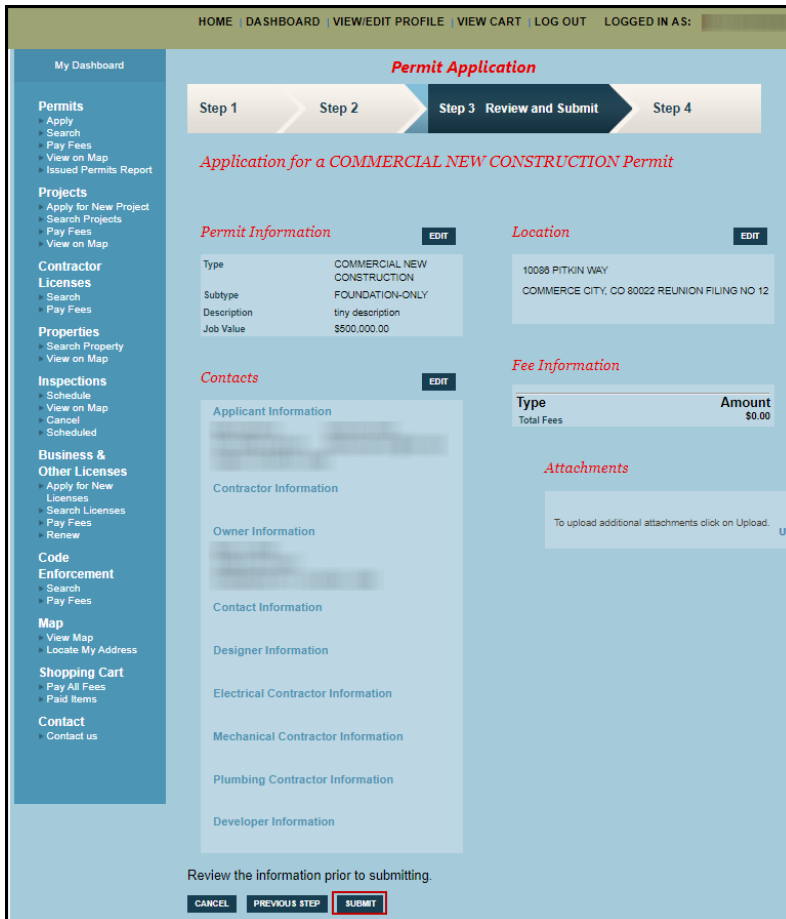
a. Enter information for **required* contacts, and for and optional contacts as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information
	Developer Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.

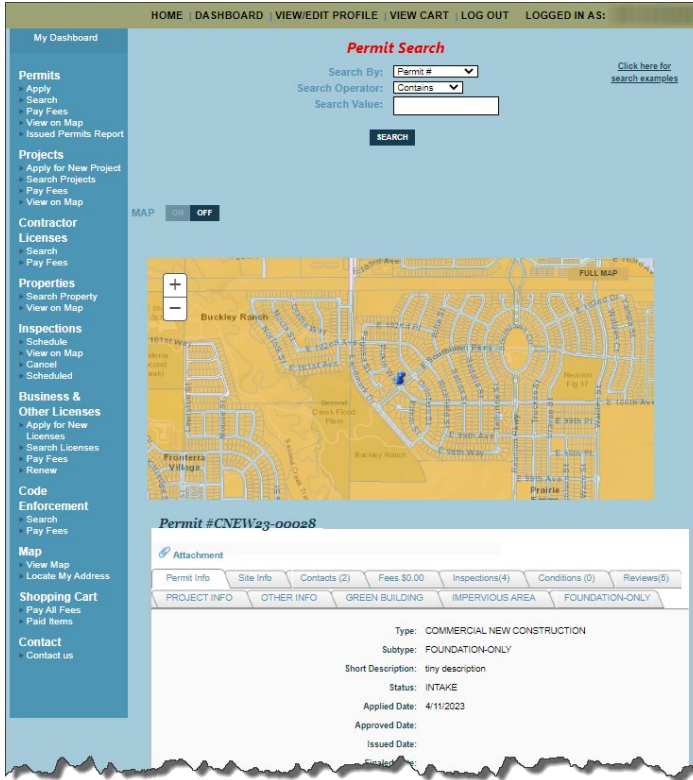


7. Review and edit as needed information as needed, and then click **Submit**.

An email is generated to you containing a link to your application.

The Summary screen displays the Permit map and Permit Description tabs.

The tabs summarize the content on the requested permit.



Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

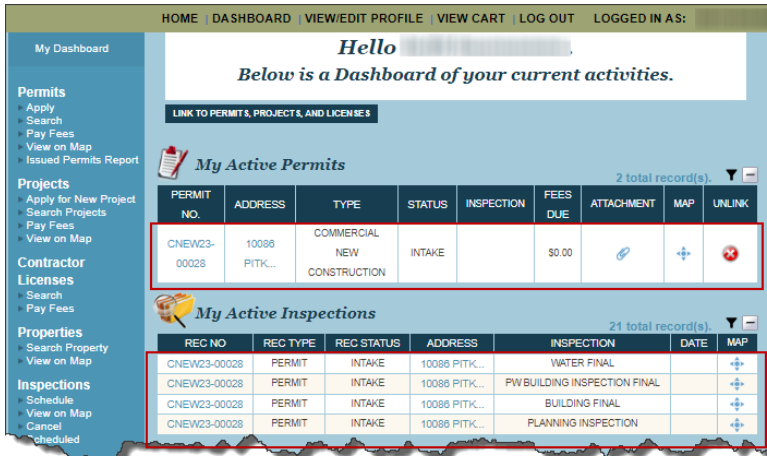
Tab	Content	Content Description																
Permit Info	<p>Type: COMMERCIAL NEW CONSTRUCTION</p> <p>Subtype: MULTI-FAMILY BUILDING</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 5/10/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p>	Any attachments uploaded to this permit are displayed.																
Site Info	<p>Address: 10086 PITKIN WAY</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: ADDRESS</p> <p>APN: 172316216010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Top-Rng: 16 2S 66W</p> <p>Lot Size (SF): 7763.63620652</p>																	
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTOR</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				OWNER				CONTRACTOR				Contacts entered on the Contact Information screen.
Contact Type	Name	Address	City/State/Zip															
APPLICANT																		
OWNER																		
CONTRACTOR																		
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Pa</th> </tr> </thead> <tbody> <tr> <td>PLAN REVIEW</td> <td>\$1,282.94</td> <td>5/1</td> </tr> </tbody> </table>	Description	Amount	Pa	PLAN REVIEW	\$1,282.94	5/1	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay any fees.										
Description	Amount	Pa																
PLAN REVIEW	\$1,282.94	5/1																

Tab	Content	Content Description																																																																																
Inspections	<table border="1"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>Mo</th> </tr> </thead> <tbody> <tr><td>BUILDING FINAL</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>DRYWALL</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>ELECTRIC SERVICE</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>ELECTRICAL FINAL</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>ELECTRICAL ROUGH</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>FRAMING</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>INSULATION</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>MECHANICAL FINAL</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> <tr><td>MECHANICAL ROUGH</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>Mo</td></tr> </tbody> </table>	Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	Mo	BUILDING FINAL	0						Mo	DRYWALL	0						Mo	ELECTRIC SERVICE	0						Mo	ELECTRICAL FINAL	0						Mo	ELECTRICAL ROUGH	0						Mo	FRAMING	0						Mo	INSULATION	0						Mo	MECHANICAL FINAL	0						Mo	MECHANICAL ROUGH	0						Mo	<p>Based on the permit created, several inspections may be triggered.</p> <p>This page informs you of the activity and progress of each inspection. When the permit is issued, you will see inspection scheduling links here.</p>
Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	Mo																																																																											
BUILDING FINAL	0						Mo																																																																											
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MECHANICAL ROUGH	0						Mo																																																																											
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.																																																																																
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More I</th> </tr> </thead> <tbody> <tr><td>COMMERCIAL BUILDING REVIEW</td><td>BUILDING COMME...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>ELECTRICAL REVIEW</td><td>BUILDING ELECTR...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>GATEWAY REVIEW</td><td>BUILDING PERMIT ...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PLANNING REVIEW - MULTI-FAMILY</td><td>PLANNING BUCKE...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PRE-ISSUANCE REVIEW</td><td>BUILDING PERMIT ...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PUBLIC WORKS REVIEW</td><td>PUBLIC WORKS</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>WATER AND SANITATION REVIEW</td><td>SACWSD</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More I	COMMERCIAL BUILDING REVIEW	BUILDING COMME...		5/10/2022		More I	ELECTRICAL REVIEW	BUILDING ELECTR...		5/10/2022		More I	GATEWAY REVIEW	BUILDING PERMIT ...		5/10/2022		More I	PLANNING REVIEW - MULTI-FAMILY	PLANNING BUCKE...		5/10/2022		More I	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		5/10/2022		More I	PUBLIC WORKS REVIEW	PUBLIC WORKS		5/10/2022		More I	WATER AND SANITATION REVIEW	SACWSD		5/10/2022		More I	<p>The Gateway Review checks for submission completeness and other administrative requirements.</p> <p>Important: No other review will be conducted until the Gateway Review is approved.</p> <p>If a review is not approved, you will be provided a link titled Respond in the More Info column. You cannot advance the permit until you've responded to all failed reviews.</p>																																
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WATER AND SANITATION REVIEW	SACWSD		5/10/2022		More I																																																																													
Project Info	<p>Occupancy Type Multi-family building (condos - apartments)</p> <p>Total area of Construction-all floors 5000 (square feet)</p> <p>For Multi-Family Buildings, Number of 5 Dwelling Units</p> <p>For Lodging Establishments, Number 0 of Rooms</p> <p>Building Height (feet) 100</p> <p>Is building a high rise? No</p> <p>Is high pile storage associated with this project? No</p>	To access further documentation about deck building, click Learn More .																																																																																

Tab	Content	Content Description
Other Info	<p>Are electrical installations associated with this construction? Yes</p> <p>Are plumbing installations associated with this construction? Yes</p> <p>Are mechanical installations associated with this construction? Yes</p> <p>Are gas installations associated with this construction? Yes</p> <p>Record Number of Planning Project / Case</p> <p>Have the minimum documents been uploaded for this application? Yes</p> <p>Learn More</p>	<p>If you have questions, click Learn more from CDPHE or Learn More.</p>
Green Building	<p>Is this project being designed as a green building? No</p> <p>Learn more</p> <p>Green Building Designation</p>	<p>If the building is green, this tab provides information input.</p>
Impervious Area	<p>How much impervious area is being added?</p> <p>Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.</p>	<p>This section displays the number and description, as reminds you to attach a document supporting entry.</p>
Foundation -Only	<p>Is this application for a foundation-only permit? No</p> <p>Are underground electrical installations associated with this construction? Yes</p> <p>Are underground plumbing installations associated with this construction? Yes</p>	<p>If this permit relates to Foundation-Only, details are depicted here.</p>

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits, projects, and licenses, and two tables: 'My Active Permits' and 'My Active Inspections'.

My Active Permits Table:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
CNEW23-00028	10086 PITK...	COMMERCIAL NEW CONSTRUCTION	INTAKE		\$0.00			

My Active Inspections Table:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
CNEW23-00028	PERMIT	INTAKE	10086 PITK...	WATER FINAL		
CNEW23-00028	PERMIT	INTAKE	10086 PITK...	PW BUILDING INSPECTION FINAL		
CNEW23-00028	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
CNEW23-00028	PERMIT	INTAKE	10086 PITK...	PLANNING INSPECTION		

- To monitor the review and approval process, refer to [Section 4.2 Commercial Permit’s Review & Approval Process](#).

4.2 Commercial Permit's Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

Permit Status	System Action	Action you should take																																				
Intake	<p>Thank you for your online order with Commerce City. If you paid for a building permit, you will be notified when your permit payment has been processed. Retain this copy for verification with statement. Payment method: WEB Receipt No.: WEB01618 Amount Paid: \$2,101.94 Paid Date: 5/16/2022</p> <table border="1" data-bbox="342 625 1042 793"> <thead> <tr> <th>PERMIT</th> <th>CNEW22-00050</th> <th>10086 PITKIN WAY COMMERCE CITY, CO 80022</th> <th>COMMERCIAL NEW CONSTRUCTION</th> </tr> </thead> <tbody> <tr> <td colspan="4">PLAN REVIEW</td> </tr> <tr> <td colspan="4">PLAN REVIEW - OF THE BUILDING</td> </tr> <tr> <td colspan="4">PERMIT FEE</td> </tr> <tr> <td colspan="3">Sub Total:</td> <td>\$2,101.94</td> </tr> <tr> <td colspan="3">Total Amount Paid:</td> <td>\$2,101.94</td> </tr> </tbody> </table> <p>Name: [REDACTED] Address: [REDACTED] City, State, Zip: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p> <hr/> <p style="text-align: center;">City of Commerce City Payment Receipt</p> <p style="text-align: center;">Thank You for Your Payment</p> <p>Please save this Confirmation Number for your personal records.</p> <p>Customer Name [REDACTED]</p> <p>Effective Date 5/16/2022 12:33 PM Mountain Standard Time</p> <p>Confirmation Number 20000061</p> <table border="1" data-bbox="342 1289 1042 1457"> <thead> <tr> <th>Payment Method</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Visa ***** 1111</td> <td>\$2,149.98</td> </tr> <tr> <th>Item</th> <th>Payment</th> </tr> <tr> <td>Licensing and Permits</td> <td>\$2,101.94</td> </tr> <tr> <td>Transaction Fee:</td> <td>\$48.04</td> </tr> <tr> <td>Total Amount Paid:</td> <td>\$2,149.98</td> </tr> </tbody> </table> <p>Payment Details Licensing and Permits [REDACTED] - \$2,101.94</p> <p>A Transaction Fee has been included in the total amount paid for this transaction.</p>	PERMIT	CNEW22-00050	10086 PITKIN WAY COMMERCE CITY, CO 80022	COMMERCIAL NEW CONSTRUCTION	PLAN REVIEW				PLAN REVIEW - OF THE BUILDING				PERMIT FEE				Sub Total:			\$2,101.94	Total Amount Paid:			\$2,101.94	Payment Method	Amount	Visa ***** 1111	\$2,149.98	Item	Payment	Licensing and Permits	\$2,101.94	Transaction Fee:	\$48.04	Total Amount Paid:	\$2,149.98	Payment email and Payment Receipt
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Total Amount Paid:	\$2,149.98																																					
Under Review	The system generates an email similar to the following:	Optionally, check on your application.																																				

Permit Status	System Action	Action you should take
<p>Passed Inspection</p>	<p>Commerce City Permit CNEW22-00048, DRYWALL Inspection PASS</p> <p>Mon 5/16/2022 1:24 PM</p> <p>The inspection for the project identified below has passed.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description</p> <p>Inspection Type: DRYWALL</p> <p>Name of Inspector: BUILDING INSPECTOR BUCKET</p> <p>Completion Date:</p> <p>Log into the Commerce City eTRAKIT portal at the address below to learn more about your inspection status or to schedule your next inspection.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomcity.csrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C282c223bca94341ce8608da3771a427%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883258467969320%7CUnknown%7CTWFpbGZsb3d8evWjoiMC4wLjAwMDAilCjQllojV2luMzllLjBtIl6lk1haWwllCjXVCI6Mn0%3D%7C3000%7C%7C%7C&psdata=eFzKb5hc16ZHXQH4dqODKcWucD2rCnX5DTuPx0JhXwM%3D&preserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>Once an inspection passes, an email is generated and sent to you. This is an example of a particular inspection.</p>
<p>Issued</p>	<p>Commerce City Permit CNEW22-00048 Issued</p> <p>Tue 5/17/2022 8:36 AM</p> <p>The permit for the project identified below has been issued.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name:</p> <p>Your permit has been issued, and you may now begin construction. Log into the Commerce City eTRAKIT portal at the address below, click on this permit in your dashboard, and click on "Attachments" to obtain the permit (available within one business day) and construction-related documents (available now). The permit must be posted on the jobsite and the city-approved plans must be printed and available to the city inspector during inspections.</p> <p>It is your responsibility to notify the city when stages of construction are reached that require an inspection. The deadline to schedule building-related inspections is 4 p.m. the business day prior to the day of the desired inspection date. Log into the Commerce City eTRAKIT portal at the address below, click on this permit in your dashboard, and click on "Request Inspections."</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomcity.csrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C62e2a704aef44d7e534f08da3812a81d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883950019321263%7CUnknown%7CTWFpbGZsb3d8evWjoiMC4wLjAwMDAilCjQllojV2luMzllLjBtIl6lk1haWwllCjXVCI6Mn0%3D%7C3000%7C%7C%7C&psdata=H7izKs5Eu2lQdXGJ8k3G11kpaKRZgm51oPtLdBPdXk%3D&preserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>Click link to retrieve permit and any city-approved construction documents</p>



Permit Status	System Action	Action you should take
Completed	<p>Commerce City Permit CNEW22-00048 Completed</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>B [Redacted] [Redacted] [Redacted]</p> <p style="text-align: right;">Tue 5/17/2022 8:36 AM</p> </div> <p>The permit application identified below is now complete.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>If your project requires a certificate of occupancy or similar, you will need to apply for a separate Certificate of Occupancy/Completion permit. Log into the Commerce City eTRAKIT portal at the address below to apply.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommercecity.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7Cbe9aee84812840613ff408da3812a820%7C84df9e7fe9f640alb435aaaaaaaaaa%7C1%7C0%7C637883950021196111%7CUnknown%7CTWFnbgZsb3d8eyjWijoiMC4wLjAwMDAilCjQjoiV2luMzllCjBTl6ikThaWwllCjXVCi6Mn0%3D%7C3000%7C%7C%7C&amp;sddata=Xt2x0fyE7nnvPXsqkijeSnd2rgTG4jSPg1UjHjdVMKk%3D&amp;reserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>As needed, apply for a separate COI/Completion permit.</p>

5 Other Permit Applications

5.1 Requesting a Grading Permit

Note: If you are requesting an early permit, ensure that a Final Subdivision application has been received and accepted as complete by the staff.

- From the external home page, click **Login** to login to [eTRAKit](#).
You are redirected to a dashboard of the current activities.

The screenshot shows the user's dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a summary of open permit applications, active permits, and active inspections.

Applications In Progress	Permit Type	Created Date	Delete
Continue Application		1/20/2023	Delete
Continue Application	EARLY GRADING PERMIT	1/18/2023	Delete
Continue Application		1/18/2023	Delete

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP
GRD23-00001	10086 PITK...	GRADING PERMIT	APPROVED		\$40.00		

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
GRD23-00001	PERMIT	APPROVED	10086 PITK...	GRADING FINAL INSPECTION		
GRD23-00001	PERMIT	APPROVED	10086 PITK...	PRE-CONSTRUCTION		

- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.

The screenshot shows the 'Permit Application Confirmation' screen. It includes a navigation menu on the left, a title, a confirmation text, radio buttons for 'I Agree' and 'I Disagree', and a 'CONTINUE' button.

Permit Application Confirmation

By agreeing to continue, I certify that I am the property owner or tenant or have the authority of the property owner or tenant to make this application, that the information provided is complete and correct, and that the construction and use will conform to the building code, the land-use code and other applicable laws and ordinances which govern the property.

I Agree
 I Disagree

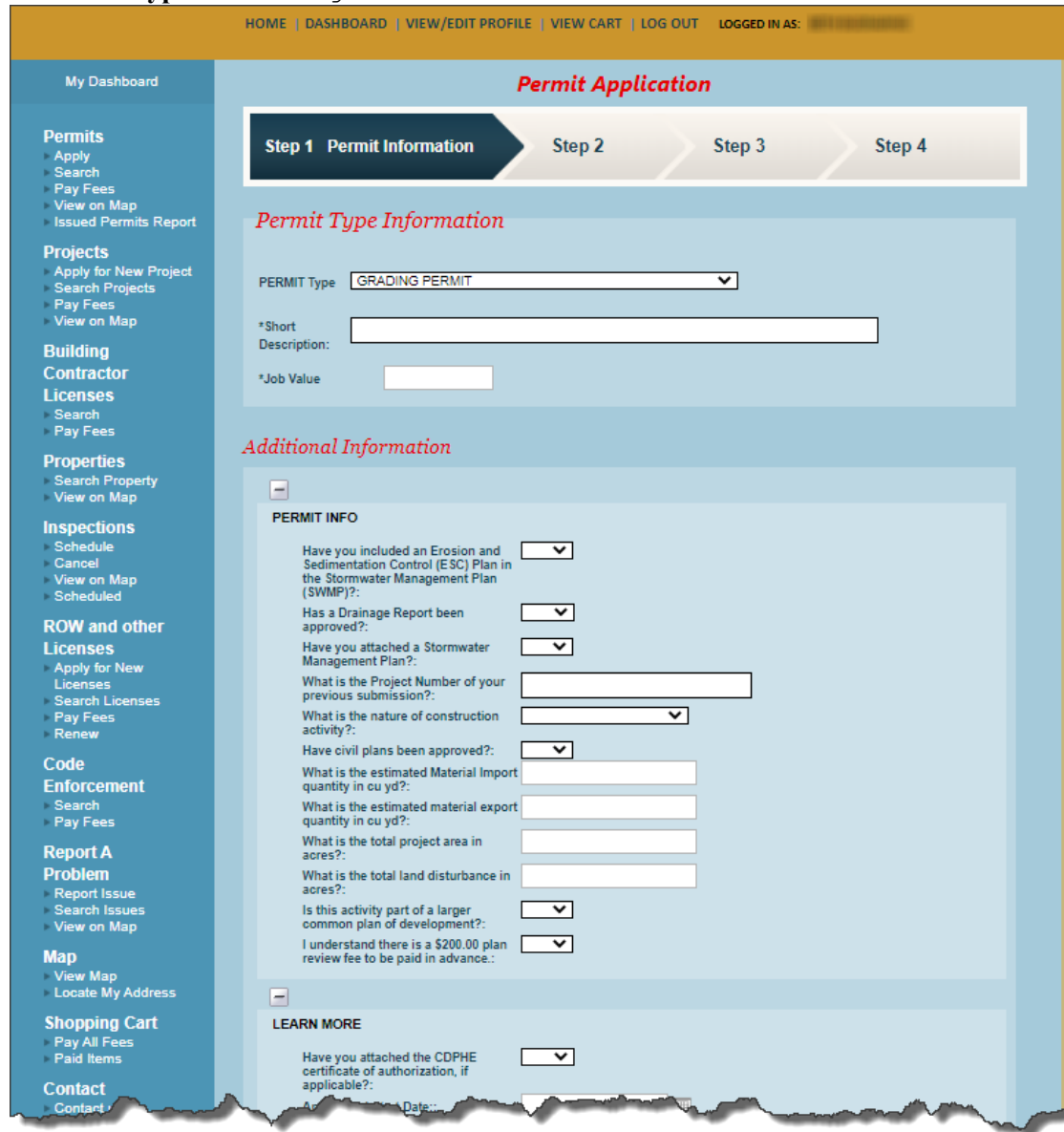
CONTINUE

3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Grading Permit



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]

My Dashboard

Permits

- Apply
- Search
- Pay Fees
- View on Map
- Issued Permits Report

Projects

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

Building Contractor Licenses

- Search
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

ROW and other Licenses

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

Code Enforcement

- Search
- Pay Fees

Report A Problem

- Report Issue
- Search Issues
- View on Map

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact

Permit Application

Step 1 Permit Information | Step 2 | Step 3 | Step 4

Permit Type Information

PERMIT Type: GRADING PERMIT

*Short Description: [Input Field]

*Job Value: [Input Field]

Additional Information

PERMIT INFO

Have you included an Erosion and Sedimentation Control (ESC) Plan in the Stormwater Management Plan (SWMP)? [Dropdown]

Has a Drainage Report been approved? [Dropdown]

Have you attached a Stormwater Management Plan? [Dropdown]

What is the Project Number of your previous submission? [Input Field]

What is the nature of construction activity? [Dropdown]

Have civil plans been approved? [Dropdown]

What is the estimated Material Import quantity in cu yd? [Input Field]

What is the estimated material export quantity in cu yd? [Input Field]

What is the total project area in acres? [Input Field]

What is the total land disturbance in acres? [Input Field]

Is this activity part of a larger common plan of development? [Dropdown]

I understand there is a \$200.00 plan review fee to be paid in advance.: [Dropdown]

LEARN MORE

Have you attached the CDPHE certificate of authorization, if applicable? [Dropdown]

Date: [Input Field]

4. Complete the following sections of the screen, dependent on your Permit selections.
 EXAMPLE: In this example I logged in as a contractor, and chose Grading Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Grading Permit
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Grading Permit, **Additional Information: Permit Info** displays.

R	Field	Description
*	Have you included an Erosion and Sedimentation Control (ESC) Plan in the Stormwater Management Plan (SWMP)?	From drop-down list, make selection.
*	Has a Drainage Report been approved?	From drop-down list, make selection.
*	Have you attached a Stormwater Management Plan?	From drop-down list, make selection
	What is the Project Number of your previous submission?	This field displays for contractors only. Type the project number.
*	What is the nature of construction activity?	From the drop-down list, define the type of construction activity.
*	Have civil plans been approved?	From drop-down list make selection.
*	What is the estimated Material Import quantity in cu yd?	Type the number of cu yds.
*	What is the estimated material export quantity in cu yd?	Type the number of cu yds.
*	What is the total project area in acres?	Type the number of acres.
*	What is the total land disturbance in acres?	Type the number of acres.

R	Field	Description
*	Is this activity part of a larger common plan of development?	From the drop-down list, make selection.
*	I understand there is a \$200.00 plan review fee to be paid in advance.	Acknowledge your understanding of the cost.

Learn More

R	Field	Description
*	Have you attached the CDPHE certificate of authorization, if applicable?	From the drop-down list, make selection.
*	Anticipated Start Date:	Click on the calendar icon and make selection.
*	Anticipated End Date:	Click on the calendar icon and make selection.

To learn more about Civil Plan Approval/Permits, click the **Learn More** link in eTRAKiT.








Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, type a partial to full address and click **Search**.
The system retrieves results matching characters types.
- c. Select appropriate selection.

The system displays the full address for your selection, for example
 172316105013
 10002 REUNION PKWY
 COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

<p>Early Grading Permit Attachments required:</p> <ul style="list-style-type: none">  Stormwater Management Plan  Tree Conservation Plan  Sketch Plat  Waiver Consent Form or Hold Harmless Letter <p>Grading Permit Attachments required</p> <ul style="list-style-type: none">  Stormwater Management Plan  Construction Drawings  Drainage Report
--

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

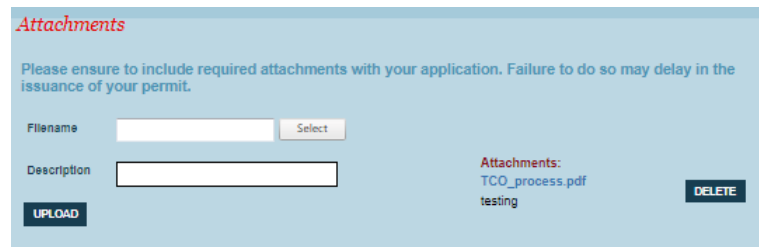
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.



- e. As needed, upload additional files.
5. Click **Next Step**.
The Permit Application Step 2: Contact Information screen displays.

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

My Dashboard

Permit Application

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

Application for a GRADING PERMIT Permit

Applicant Information

*Name: [BB Test Class] *Phone: [781-555-1234]
 *Address: [100 West Long St] *Email Address: [bbtestuser@commercecity.com]
 *City: [Commerce] *State: [MA] *Zip: [01827]

Developer Information

Name: [] Phone: [() -]
 Address: [] Email Address: []
 City: []
 State: [] Zip: [] [CLEAR]

Company Information

Name: [] Phone: [() -]
 Address: [] Email Address: []
 City: []
 State: [] Zip: [] [CLEAR]

Owner Information

Name: [BB Test Class - Owner B, LLC] Phone: [() -]
 Address: [100 West Long St] Email Address: []
 City: [Commerce City] State: [MA] Zip: [01822] [01823] [CLEAR]

Contractor Information

Your contractor information has been locked. If you're contact information needs to be updated please contact the Commerce City Building Safety Division at 505-238-2780.

Name: [] Phone: [() -]
 Address: [] Email Address: []
 City: [] License# []
 State: [] Zip: []

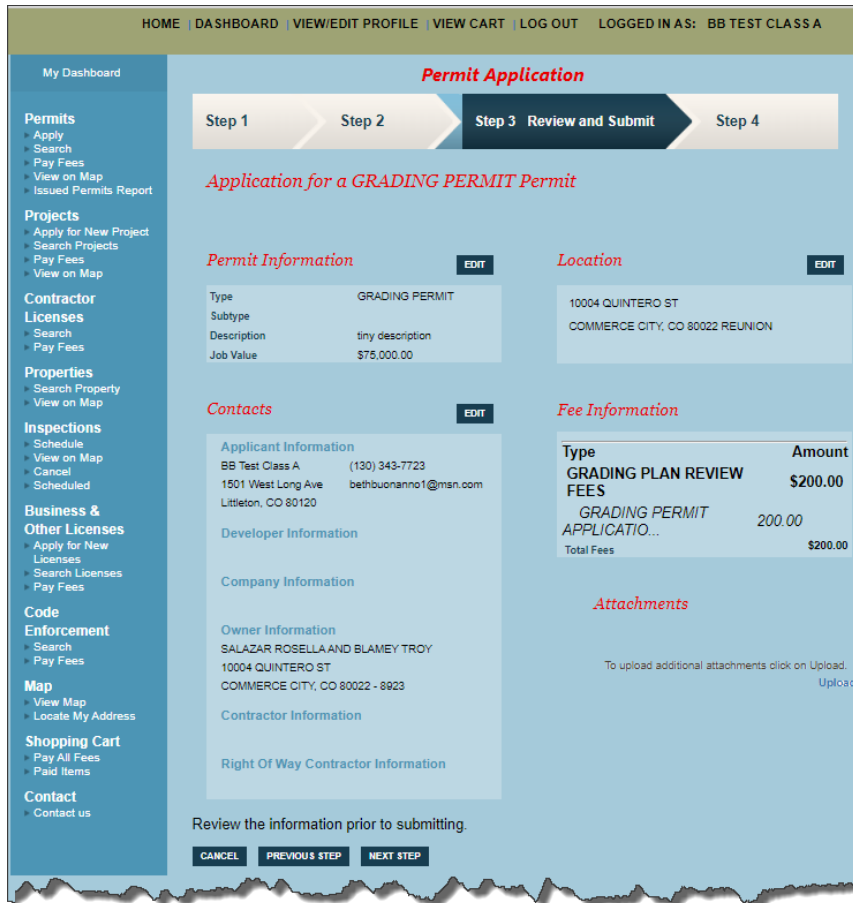
f. Enter information for * *required* contacts, and for and optional contacts as needed:

* = Required

R	Field
*	Applicant Information (Prepopulated)
	Developer Information
	Company Information
	Owner Information (Prepopulated)
	Contractor Information
	Right of Way Contractor information <i>Note: To copy above Contractor Information, click Copy Contractor Information. All above-entered data in that set of fields is copied here.</i>

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BB TEST CLASS A

My Dashboard

Permit Application

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

Application for a GRADING PERMIT Permit

Permit Information EDIT

Type	GRADING PERMIT
Subtype	
Description	tiny description
Job Value	\$75,000.00

Location EDIT

10004 QUINTERO ST
COMMERCE CITY, CO 80022 REUNION

Contacts EDIT

Applicant Information

BB Test Class A	(130) 343-7723
1501 West Long Ave	bethbuonanno1@msn.com
Littleton, CO 80120	

Developer Information

Company Information

Owner Information

SALAZAR ROSELLA AND BLAMEY TROY
10004 QUINTERO ST
COMMERCE CITY, CO 80022 - 8023

Contractor Information

Right Of Way Contractor Information

Fee Information

Type	Amount
GRADING PLAN REVIEW FEES	\$200.00
GRADING PERMIT APPLICATIO...	200.00
Total Fees	\$200.00

Attachments

To upload additional attachments click on Upload. Upload

Review the information prior to submitting.

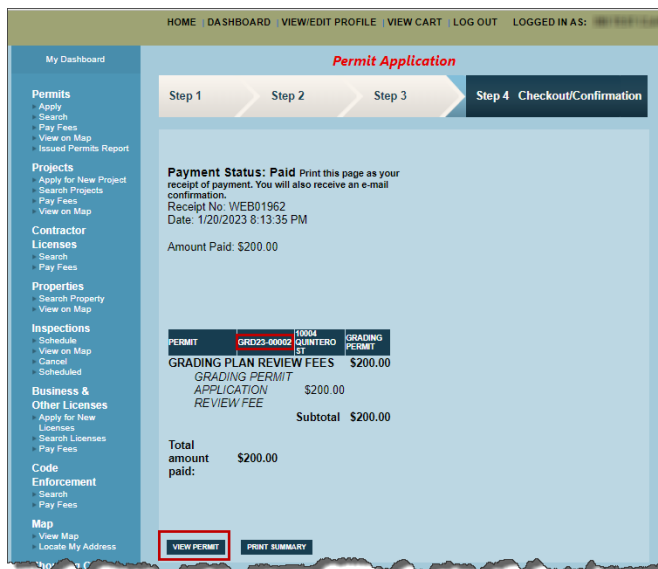
CANCEL PREVIOUS STEP NEXT STEP

7. Review and edit as needed information as needed, and then click **Next Step**. The Permit Application: Step 4 Checkout/Confirmation message displays.



8. Pay your fees. Click **Pay by Credit Card** or **Pay with ECheck** and follow the prompts to pay your Permit bill.
 - a. Enter **Payment Information**, and click **Next Step: Review Payment**. The Review Payment screen displays.
 - b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

You are returned to the Step 4 Checkout/Confirmation screen.



In your email, you will receive the following:


- A notification thanking you for your online order.
- A payment receipt.

9. To view the permit, click **View Permit** or click the **Permit #**.

The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description																																
Permit Info	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Type: GRADING PERMIT</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 4/29/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p> <p>Attachments:</p> <p style="text-align: right;">CO_process.pdf</p> </div>	Data you input plus any attachments uploaded to this permit are displayed.																																
Site Info	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Address: 10088 PITKIN WAY </p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: ADDRESS</p> <p>APN: 172316216010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Twp-Rng: 16 2S 66W</p> <p>Lot Size (SF): 7793.83620952</p> </div>	Address of the site and associated lot details.																																
Contacts	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTOR</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RIGHT OF WAY CONT...</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				OWNER				CONTRACTOR				RIGHT OF WAY CONT...				Data input on the Contact Information screen.												
Contact Type	Name	Address	City/State/Zip																															
APPLICANT																																		
OWNER																																		
CONTRACTOR																																		
RIGHT OF WAY CONT...																																		
Fees	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>GRADING PLAN REVIEW FEES</td> <td style="text-align: right;">\$200.00</td> <td style="text-align: right;">4/29/2022</td> </tr> </tbody> </table> <p style="text-align: right;">Charged: \$200.00 Balance Due: \$0.00</p>	Description	Amount	Paid Date	GRADING PLAN REVIEW FEES	\$200.00	4/29/2022	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.																										
Description	Amount	Paid Date																																
GRADING PLAN REVIEW FEES	\$200.00	4/29/2022																																
Inspections	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>PRE-CONSTRUCTION</td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">More Info</td> </tr> <tr> <td>GRADING INITIAL ACC...</td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">More Info</td> </tr> <tr> <td>GRADING FINAL ACCE...</td> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">More Info</td> </tr> </tbody> </table>	Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info	PRE-CONSTRUCTION	0						More Info	GRADING INITIAL ACC...	0						More Info	GRADING FINAL ACCE...	0						More Info	Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.
Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info																											
PRE-CONSTRUCTION	0						More Info																											
GRADING INITIAL ACC...	0						More Info																											
GRADING FINAL ACCE...	0						More Info																											

Tab	Content	Content Description																		
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.																		
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GRADING PERMIT REVIEW</td> <td>PW STORMWATER...</td> <td></td> <td>4/29/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>GRADING PLAN REVIEW</td> <td>PW ENGINEERS B...</td> <td></td> <td>4/29/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GRADING PERMIT REVIEW	PW STORMWATER...		4/29/2022		More Info	GRADING PLAN REVIEW	PW ENGINEERS B...		4/29/2022		More Info	The parties that will be reviewing your permit request.
Type	Reviewer	Status	Submitted	Completed	More Info															
GRADING PERMIT REVIEW	PW STORMWATER...		4/29/2022		More Info															
GRADING PLAN REVIEW	PW ENGINEERS B...		4/29/2022		More Info															
Learn More																				

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).

The screenshot shows a user dashboard with a navigation menu on the left and several data sections on the right. The navigation menu includes: My Dashboard, Permits (Apply, Search, Pay Fees, View on Map, Issued Permits Report), Projects (Apply for New Project, Search Projects, Pay Fees, View on Map), Contractor Licenses (Search, Pay Fees), Properties (Search Property, View on Map), Inspections (Schedule, View on Map, Cancel, Scheduled), Business & Other Licenses (Apply for New Licenses, Search Licenses, Pay Fees), and Code Enforcement.

The main content area displays the following sections:

- My Open Permit Applications:** 1 total record(s). Table with columns: Applications In Progress, Permit Type, Created Date, Delete. Row: Continue Application, 1/20/2023, Delete.
- My Open License Applications:** 1 total record(s). Table with columns: Applications In Progress, License Type, Created Date, Delete. Row: Continue Application, 1/20/2023, Delete.
- My Active Permits:** 1 total record(s). Table with columns: PERMIT NO., ADDRESS, TYPE, STATUS, INSPECTION, FEES DUE, ATTACHMENT, MAP. Row: GRD23-00002, 10004 QUIN..., GRADING PERMIT, INTAKE, \$0.00, [Link], [Map].
- My Active Inspections:** 1 total record(s). Table with columns: REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, MAP. Row: GRD23-00001, PERMIT, INTAKE, 10088 PITK..., PRE-CONSTRUCTION, [Map].

10. To monitor the review and approval process, refer to [Section 5.9 Permit’s Review & Approval Process](#).

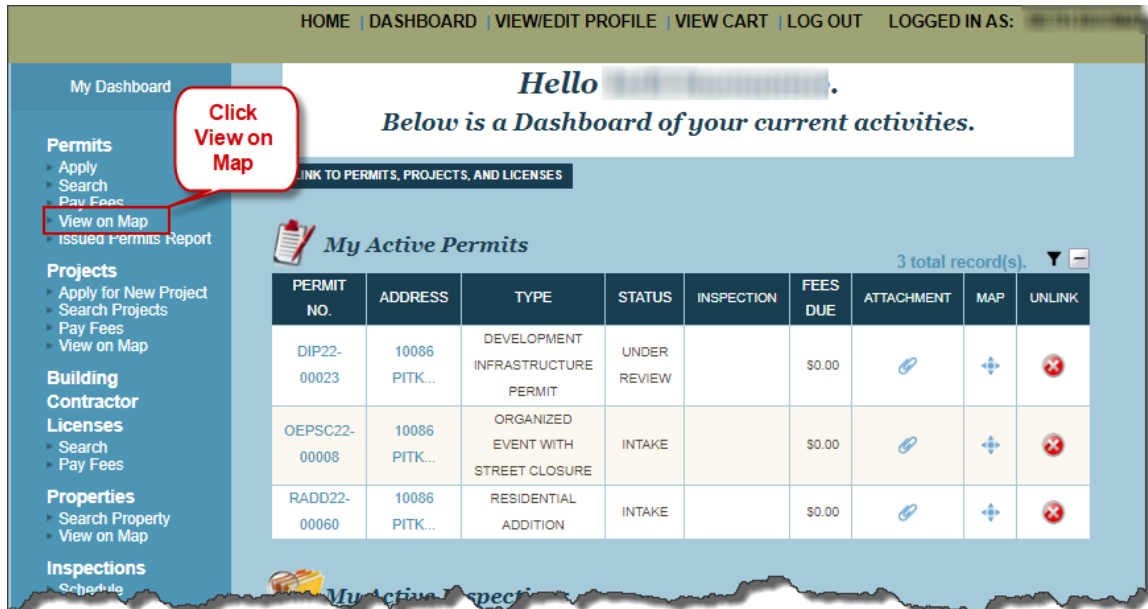
5.2 Requesting a Right of Way Permit

[Request Via View on Maps \(Preferred Method\)](#)

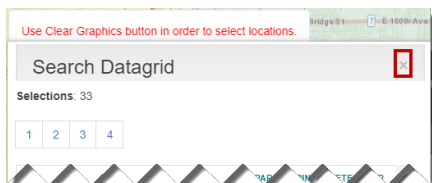
[Request via Apply](#)

Requesting via Maps (Preferred Method)

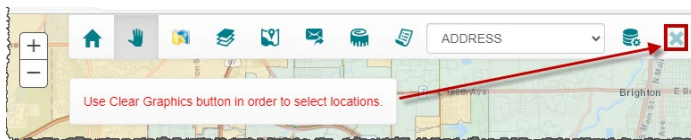
- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



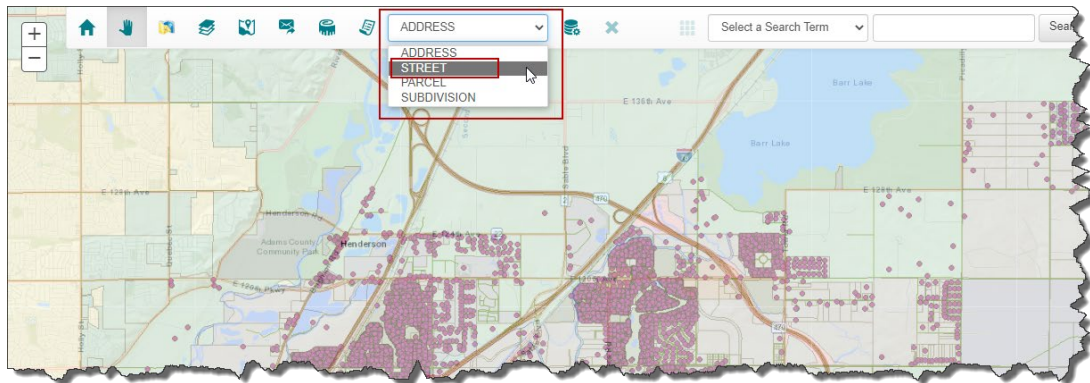
- On the left navigation bar under Permits, click **View on Map**. The GIS map loads and downloads. This process may take a few minutes. The Search Datagrid window pops up.
- Go the following:
 - For the **Search Datagrid** popup, click the **X** to close.



- On the top navigation bar, click the **X** Clear Graphics button to remove graphics from map.

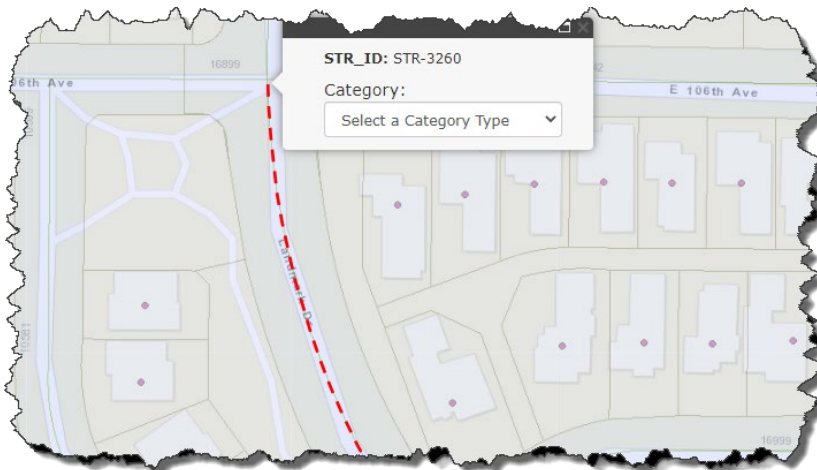


The graphics do not display on the map.



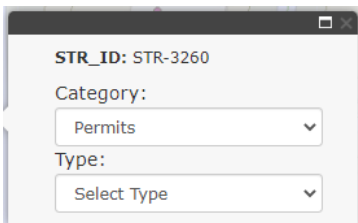
4. As shown above from the top drop-down list, select **Street**.
5. Use the + plus sign on the top left to zoom in to find the street. Also, you can left click, hold, and drag map to move view.
6. Click on the appropriate street.

A red dotted line displays on the street and the following window displays.



7. From the **Category** drop-down list, select **Permits**.

The Type field displays.



- From the **Type** drop-down list, select **Right-of-Way Permit**.
The Location field displays.

The Location field displays. This location is based on the area where the red-dotted line displays, and can be adjusted.

- From the Location drop-down list, select the address range.
Important: If you click back on the map to adjust location, you must repeat steps [5-9](#).
- Click the **Go to Step 1** button, and then in this document go to [Step 1 Permit Information: Short Description](#) below.

Requesting via Apply

- From the external home page, click **Login** to login to eTRAKit.
You are redirected to a dashboard of the current activities.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00052	10086 PITK...	RESIDENTIAL ADDITION	INTAKE		\$532.19			
RMSTR22-00014	10086 PITK...	RESIDENTIAL MASTER MODEL	INTAKE		\$0.00			

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RADD22-00052	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
RADD22-00052	PERMIT	INTAKE	10086 PITK...	FOOTING / FOUNDATION		

- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.

Permit Application Confirmation

By agreeing to continue, I certify that I am the property owner or tenant or have the authority of the property owner or tenant to make this application, that the information provided is complete and correct, and that the construction and use will conform to the building code, the land-use code and other applicable laws and ordinances which govern the property.

I Agree I Disagree

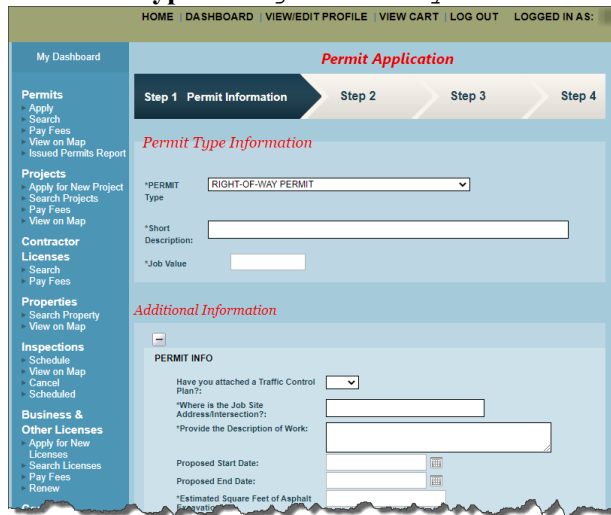
CONTINUE

- Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Right of Way Permit



4. Go to [Step 1: Permit Information](#).

Step 1: Permit Information

1. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose Right of Way Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Right of Way Permit
*	Short Description	To give as much information as possible, describe your intent for the permit, for example “Digging up road between 10500-10599 Landmark Drive.”
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Right of Way Permit, **Additional Information: Permit Info** displays.

R	Field	Description
*	Have you attached a traffic Control Plan?	From the drop-down list, select an answer. Important: In the Attachment section below, attach a Traffic Control Plan.
*	Where is the Job Site Address/Intersection?	Type the intersection streets for example Rosemary and 88 th .
*	Provide the Description of Work	Summarize the type of work to be done.
*	Proposed Start Date	Click the calendar and select the proposed start date.
*	Proposed End Date	Click the calendar and select the proposed end date.
*	Estimated Square Feet of Asphalt Excavation	Type the number of estimated square feet, for example 4000 .
*	What is the estimated square feet of Concrete?	Type the number of estimated square feet, for example 4000 .
*	What is the estimated linear feet of Concrete?	Type the number of estimated linear feet, for example 20 .
*	Number of Bores/Potholes	Type a number, for example 20 .
*	Estimated Linear Feet of Bore	Type the number of estimated linear feet, for example 20 .
*	Number of Culverts	Type the number of culverts, for example 2 .
	Arterial Streets Number of days impacted	Number of days streets are affected.
*	What is the length (ft) of Arterial Lanes Impacted	Type the number of feet, for example 500 .
*	Arterial Days Impacted	Type the number of days, for example 5 .

Permit Info 2

R	Field	Description
*	What is the length (ft) of Collector Lanes Impacted	Type the number of feet, for example 5.
*	Collector Days Impacted:	Type the number of days, for example 5.
*	What is the length (ft) of Local Lanes Impacted	Type the number of feet, for example 5.

R	Field	Description
*	Local Days Impacted	Type the number of days, for example 5.
*	What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk?	Type the number of linear feet, for example 30
*	Who is doing the Pavement Repair	Type the name or role of the responsible party.
*	Who is providing the Barricades?	Type the name or role of the responsible party.
*	Please note: Subcontractors require COI and a Valid Business License. Please submit if applicable.	Important: In Attachments section, attach the COI and a valid business license.

Location *

Important: Pre-populated if View on Map option (preferred method) was used- go to [Attachments](#) below.

To choose a location:

- In the **Search By** field, From the drop-down list, select **Address**.
- In the **Search Value** field, type the street name—for example Monaco—and click **Search**.

The system retrieves results matching characters types of street segments.

- Select appropriate selection.

The system displays the full address for your selection, for example:

STR-4292

4800-4899 MONACO ST

COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

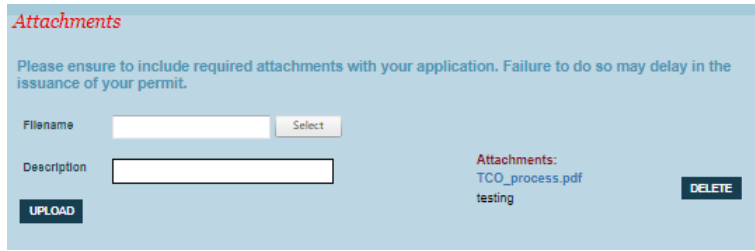
- Optionally enter a **Description** of the file.
- Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

d. Click **Accept**.

The system displays the file as uploaded.



e. As needed, upload additional files.

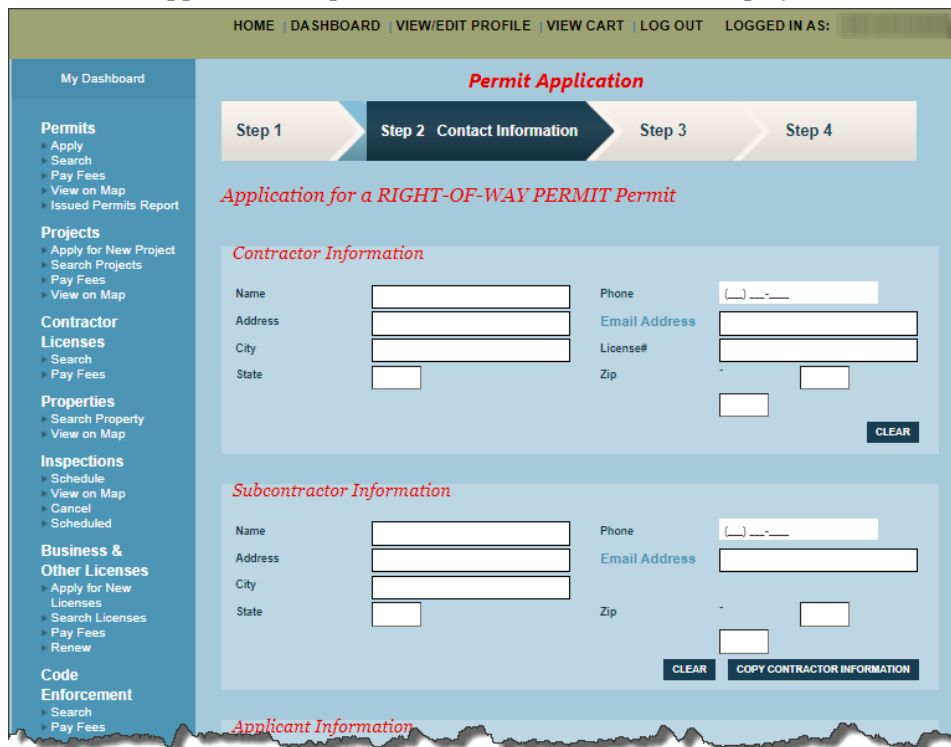
2. Click **Next Step**.

[Step 2: Contact Information screen](#) displays.

Step 2: Contact Information

1. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



- a. Enter information for ** required* contacts, and for optional contacts as needed:

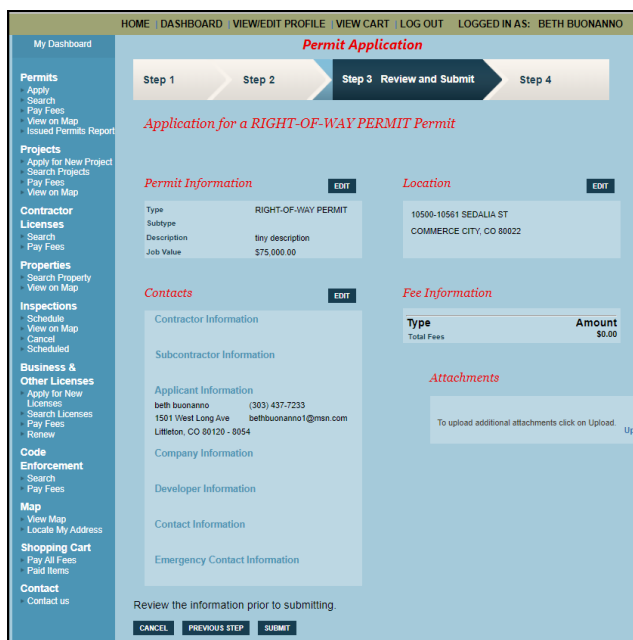
*** Required**

R	Field
	Contractor Information
	Subcontractor Information If contractor Information above is populated, you can click the Copy Contractor Information button to copy and paste to this section.
*	Applicant Information (Prepopulated and changeable)
	Company Information
	Developer Information
	Contact Information
	Emergency Contact Information

2. Click **Next Step**.
The [Step 3: Review and Submit screen](#) displays.

Step 3: Review and Submit

1. Review screen and click **Submit**.



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

Permit Application

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

Application for a **RIGHT-OF-WAY PERMIT** Permit

Permit Information [EDIT] **Location** [EDIT]

Type	RIGHT-OF-WAY PERMIT	10500-10561 SEDALIA ST
Subtype		COMMERCE CITY, CO 80022
Description	tiny description	
Job Value	\$75,000.00	

Contacts [EDIT] **Fee Information**

Type	Amount
Total Fees	\$0.00

Attachments

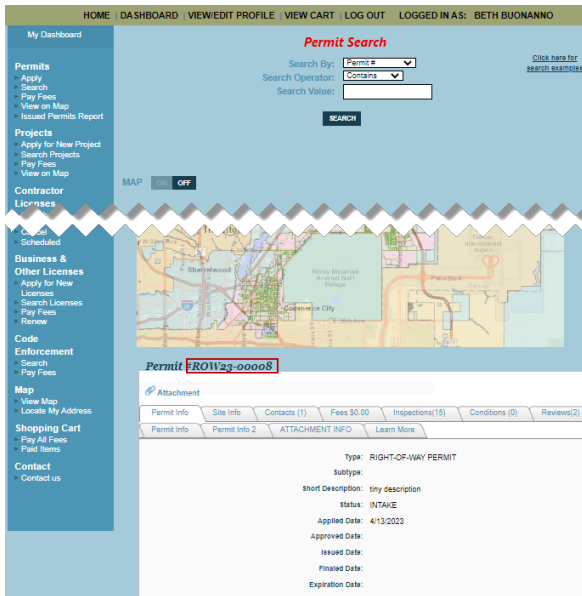
To upload additional attachments click on Upload

Contractor Information
Subcontractor Information
Applicant Information
1501 West Long Ave (303) 437-7233 bethbuonanno1@msn.com
Littleton, CO 80120 - 8054
Company Information
Developer Information
Contact Information
Emergency Contact Information

Review the information prior to submitting.

[CANCEL] [PREVIOUS STEP] [SUBMIT]

The Permit Search/Summary screen displays.



- Go to [Step 4: Permit Search/Summary](#).

Step 4: Permit Search/Summary

The tabs summarize the content on the requested permit.

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

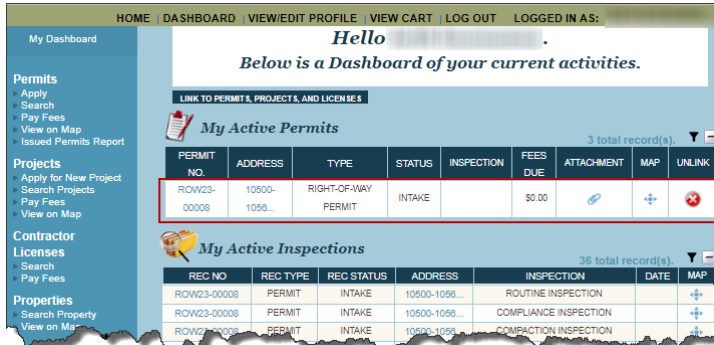
Tab	Content	Content Description																
Permit Info	<p>Type: RIGHT-OF-WAY PERMIT</p> <p>Subtype: STANDARD RIGHT OF WAY PERMIT</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 8/7/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p>	Data you input plus any attachments uploaded to this permit are displayed.																
Site Info	<p>Address: PITKIN CT</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: STREET</p> <p>APN: STR-14085</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address of the site and associated lot details.																
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Contact Type	Name	Address	City/State/Zip															
CONTRACTOR	Mr Clean																	
APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054															
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Tab	Content	Content Description																																																																																								
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RIGHT-OF-WAY REVIEW	PW INSPECTO...		6/7/2022		More Info																																																																																					
Permit Info	<p>Have you attached a Traffic Control Plan? Yes</p> <p>Where is the Job Site Address/Intersection? Rosemary and 88th</p> <p>Provide the Description of Work testing</p> <p>Proposed Start Date 5/30/2022 12:00:00 AM</p> <p>Proposed End Date 6/17/2022 12:00:00 AM</p> <p>Estimated Square Feet of Asphalt Excavation 100</p> <p>Estimated Linear Feet of Bore 100</p> <p>Number of Bores/Potholes 5</p> <p>Number of Culverts 5</p> <p>Arterial Streets Number of Days Impacted 4</p> <p>What is the Length (ft) of Arterial Lanes Impacted 500</p> <p>Collector Streets Number of Days Impacted 3</p>	<p>Additional Permit Information.</p>																																																																																								

Tab	Content	Content Description
Permit Info 2	<p>What is the Length (ft) of Collector Lanes Impacted 100</p> <p>Local Street Number of Days Impacted 3</p> <p>What is the Length (ft) of Local Lanes Impacted 100</p> <p>What is the Estimated Linear Feet of Concrete? 20</p> <p>What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk? 100</p> <p>Who is doing the Pavement Repair? subcontractor</p> <p>Who is Providing the Barricades? subcontractor</p> <p>Attach a Traffic Control Plan Below Yes</p> <p>Please note: Subcontractors require COI and a Valid Business License. Attachments Included</p> <p>Please submit, if applicable.</p> <p>For street classifications and if they impact arterial/collector/local streets Click Here</p>	Additional Permit Information.
Attachment Info	If you have attached a document, it displays on the Permit Info Tab. See Permit Info Tab	If you answered Yes to any questions about attaching documents, the question and your answer displays here.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits, projects, and licenses, and two tables: 'My Active Permits' and 'My Active Inspections'.

My Active Permits Table:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
ROW23-00008	10500-1056...	RIGHT-OF-WAY PERMIT	INTAKE		\$0.00	🔗	+	-

My Active Inspections Table:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
ROW23-00008	PERMIT	INTAKE	10500-1056...	ROUTINE INSPECTION		+
ROW23-00008	PERMIT	INTAKE	10500-1056...	COMPLIANCE INSPECTION		+
ROW23-00008	PERMIT	INTAKE	10500-1056...	CONTRACTION INSPECTION		+

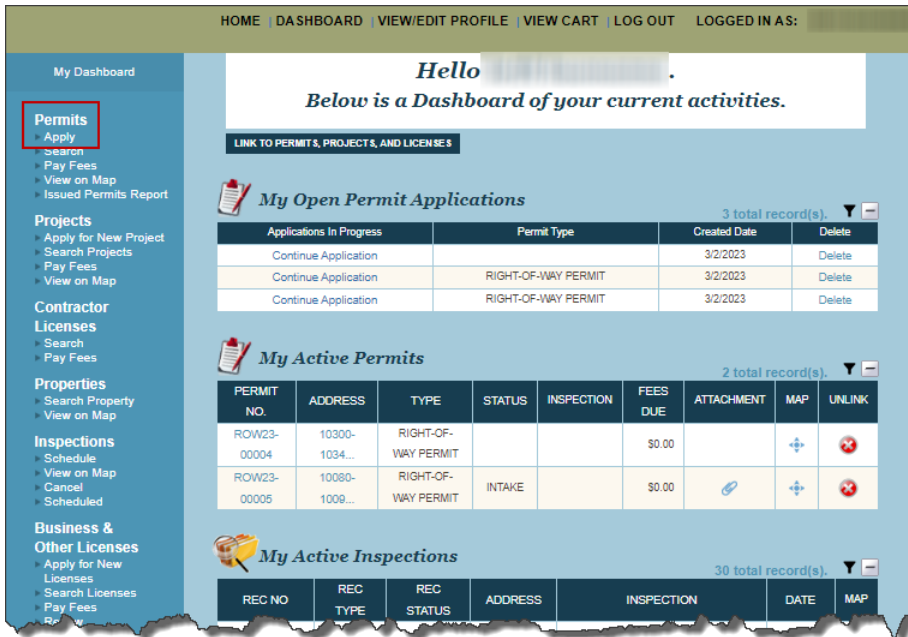
- To monitor the review and approval process, refer to [Section 5.9 Permit’s Review & Approval Process](#).

5.3 Requesting a Capital Improvement Project Permit

A Capital Improvement Project Permit is a permit that initiated for a city-wide project. After a project is awarded, you as the contractor can apply for this permit.

1. From the external home page, click **Login** to login to eTRAKiT.

You are redirected to a dashboard of the current activities.



2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.

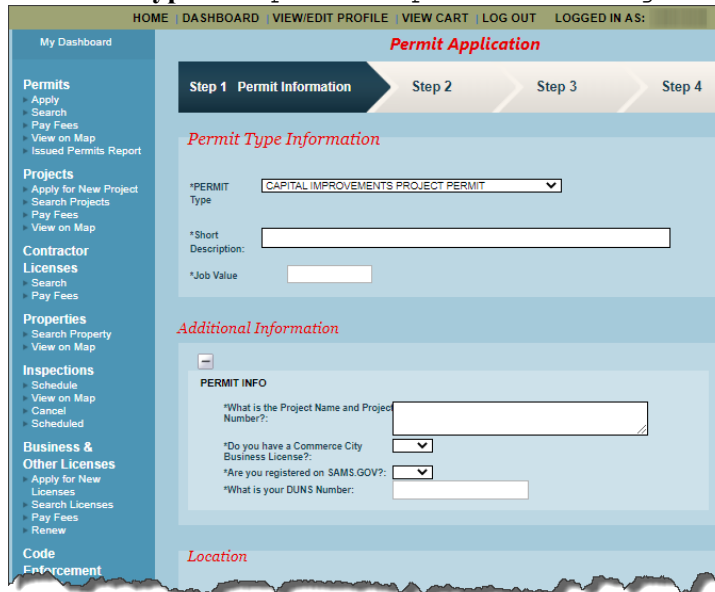


3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Capital Improvement Project Permit



4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose Capital Improvements Project.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Capital Improvement Project
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Capitol Improvement Project, **Additional Information: Permit Info** displays.

R	Field	Description
*	What is the Project Name and Project Number?	Type the name and number.
*	Do you have a Commerce City Business License?	Important: In Attachments section. Attach your valid Commerce City business license.
*	Are you registered on SAMS.GOV?	Ensure you are registered on SAMS.GOV prior to requesting this permit.
*	What is your DUNS Number:	Type your DUNS number.

Location *

- In the **Search By** field, From the drop-down list, select **Address**.
- In the **Search Value** field, type CIP and click **Search**.
The system retrieves results matching characters types.
- Select appropriate selection.

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- Click **Select** and locate the appropriate file.
Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

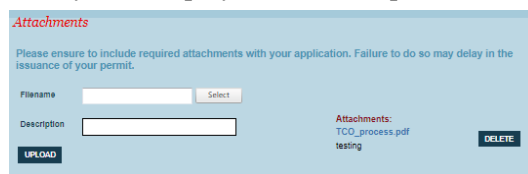
- Optionally enter a **Description** of the file.
- Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- Click **Accept**.

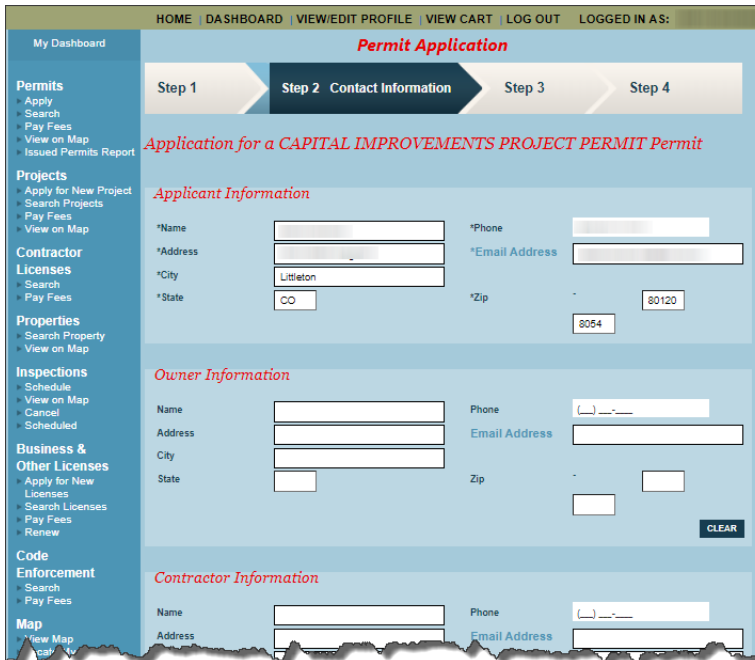
The system displays the file as uploaded.



- As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



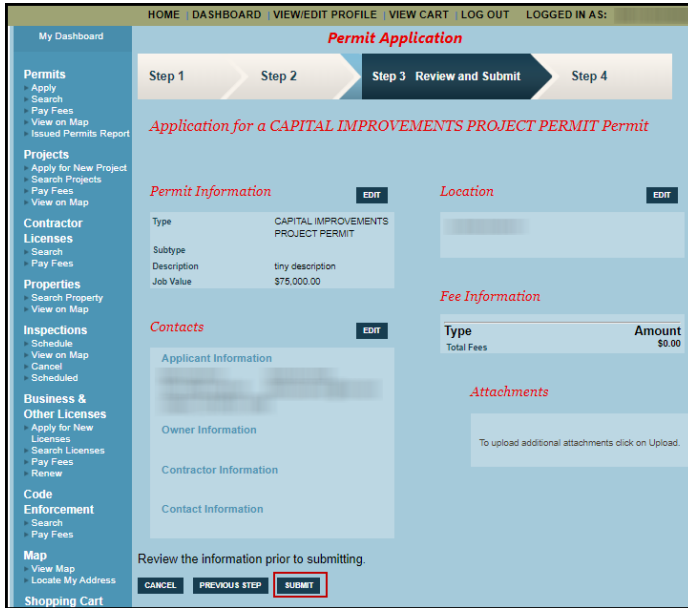
a. Enter information for ** required* contacts, and for optional contacts as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contractor information
	Contact Information

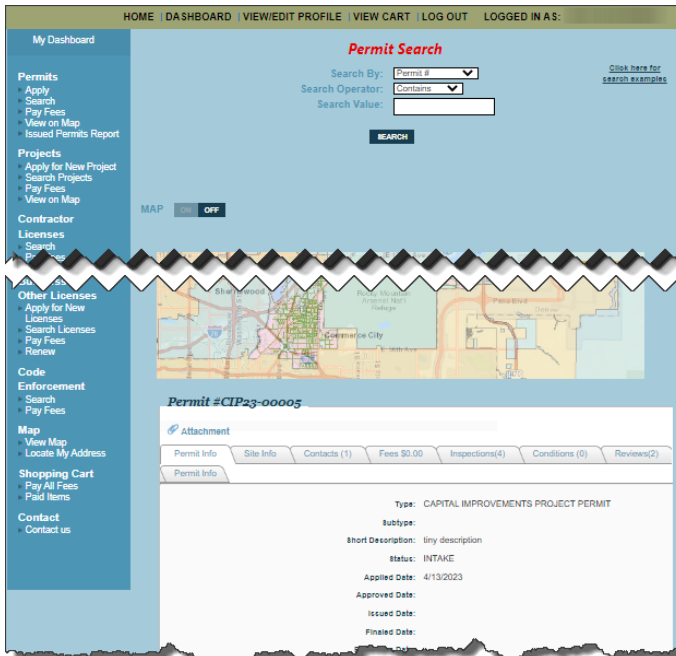
6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



7. Review and edit as needed information as needed, and then click **Submit**.

The Summary screen displays.



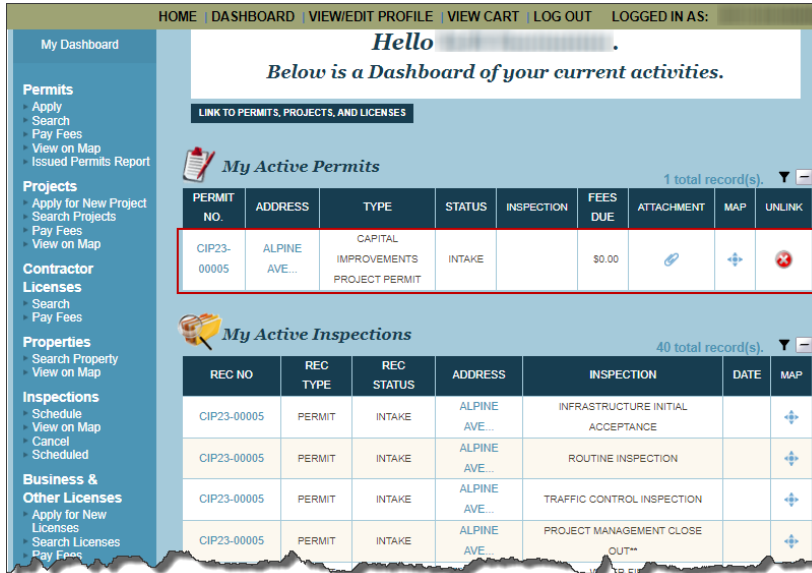
The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description																																
Permit Info	<p>Type: CAPITAL IMPROVEMENTS PROJECT PERMIT</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 5/16/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p> <p>Attachments: CO_process.pdf</p>	Data you input plus any attachments uploaded to this permit are displayed.																																
Site Info	<p>Address: PITKIN CT</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: STREET</p> <p>APN: STR-14085</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address of the site and associated lot details.																																
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1501</td> <td>Littleton, CO 80120</td> </tr> <tr> <td>CONTRACTOR</td> <td>Mary Contractor</td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054	OWNER	Contractor 1	1501	Littleton, CO 80120	CONTRACTOR	Mary Contractor			Data input on the Contact Information screen.																
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Type	Reviewer	Status	Submitted	Completed	More Info																													
PW - PERMIT TECH REVIEW	PW PERMIT TECH ...		5/16/2022		More Info																													
Permit Info	<p>What is the Project Name and Project Number? Test Project 12345</p> <p>Do you have a Commerce City Business License? Yes</p> <p>Are you registered on SAMS.GOV? Yes</p> <p>What is your DUNS Number? 0</p>	Additional Permit Information.																																

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows the 'My Dashboard' interface. At the top, there are navigation links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]. Below this, a personalized greeting says 'Hello [User Name]' and a message: 'Below is a Dashboard of your current activities.' A link 'LINK TO PERMITS, PROJECTS, AND LICENSES' is provided.

The main content is divided into two sections:

- My Active Permits:** Shows 1 total record(s). A table lists the permit details:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
CIP23-00005	ALPINE AVE...	CAPITAL IMPROVEMENTS PROJECT PERMIT	INTAKE		\$0.00			
- My Active Inspections:** Shows 40 total record(s). A table lists inspection details:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
CIP23-00005	PERMIT	INTAKE	ALPINE AVE...	INFRASTRUCTURE INITIAL ACCEPTANCE		
CIP23-00005	PERMIT	INTAKE	ALPINE AVE...	ROUTINE INSPECTION		
CIP23-00005	PERMIT	INTAKE	ALPINE AVE...	TRAFFIC CONTROL INSPECTION		
CIP23-00005	PERMIT	INTAKE	ALPINE AVE...	PROJECT MANAGEMENT CLOSE OUT**		

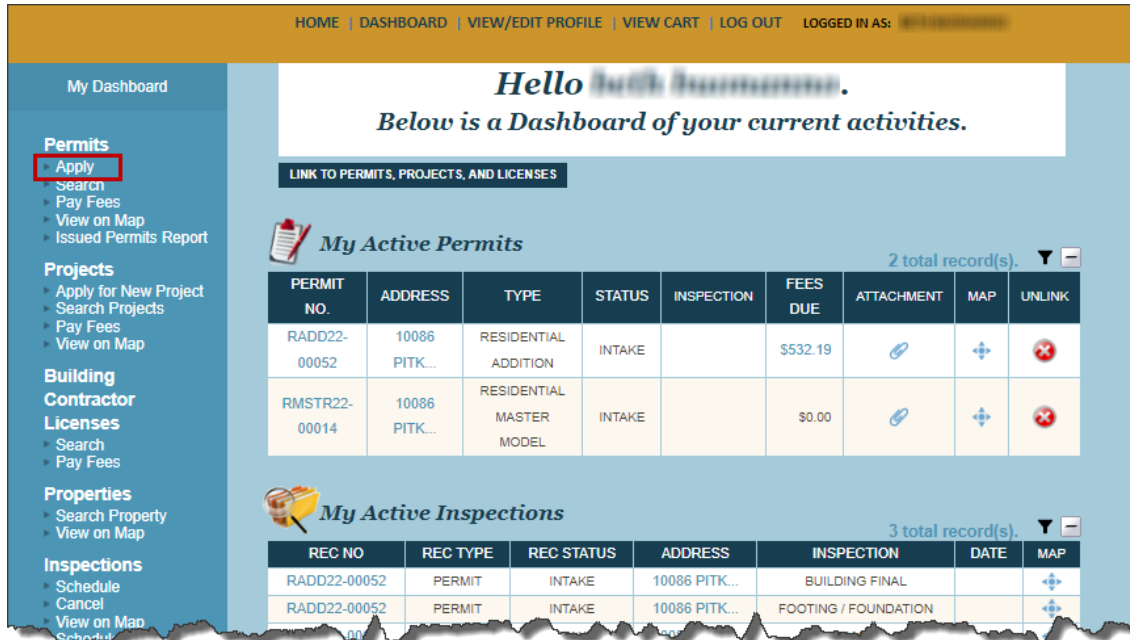
- To monitor the review and approval process, refer to [Section 5.9 Permit's Review & Approval Process](#).

5.4 Requesting a Development Infrastructure Permit

To apply for a Development Infrastructure Permit:

1. From the external home page, click **Login** to login to eTRAKiT.

You are redirected to a dashboard of the current activities.



2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.

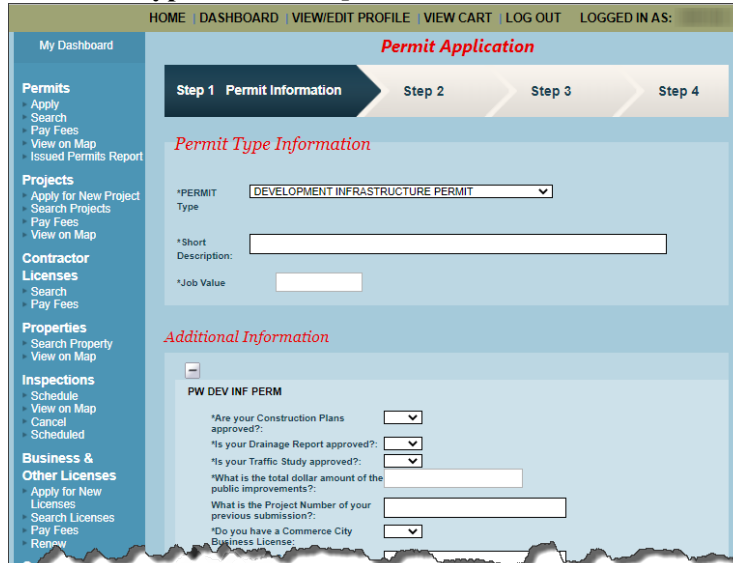


3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Development Infrastructure Permit



4. Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Development Infrastructure Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Development Infrastructure Permit
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed.

Additional Information

PW DEV INF PERM

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Capital Improvements Project Permit, **Additional Information** displays.

R	Field	Description
*	Are your Construction Plans approved?	From the drop-down list, select an answer.

R	Field	Description
		Important: To successfully request this permit, your Construction Plans must be approved.
*	Is your Drainage Report approved?	From the drop-down list, select an answer. Important: To successfully request this permit, your Drainage Report must be approved.
*	Is your Traffic Study approved?	From the drop-down list, select an answer. Important: To successfully request this permit, your Traffic Study must be approved.
*	What is the total dollar amount of the public improvements?	The total dollar amounts, for example 75000. No dollar signs or commas allowed – they are generated.
	What is the project number of your previous submission?	Type the project number.
*	Do you have a Commerce City Business License?	From the drop-down list, select an answer. Important: To successfully request this permit, you must have a current Commerce City Business License.
*	What is your Commerce City Business License Number?	Type the Business License Number.

Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, do one of the following:
 - If you selected **Parcel ID**, type a partial or full entry, and click **Search**.
 - If you are searching for a subdivision, ensure **Address** is selected above, type SUB, and click **Search**.

The system retrieves results matching characters types.

- c. Select appropriate selection.

The system displays the full address for your selection—a subdivision example is:

SA-1028

LABCO RESUB

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

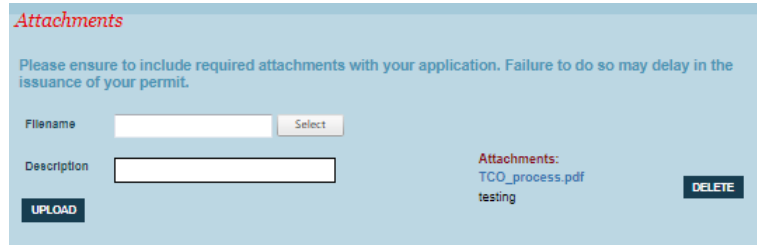
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

d. Click **Accept**.

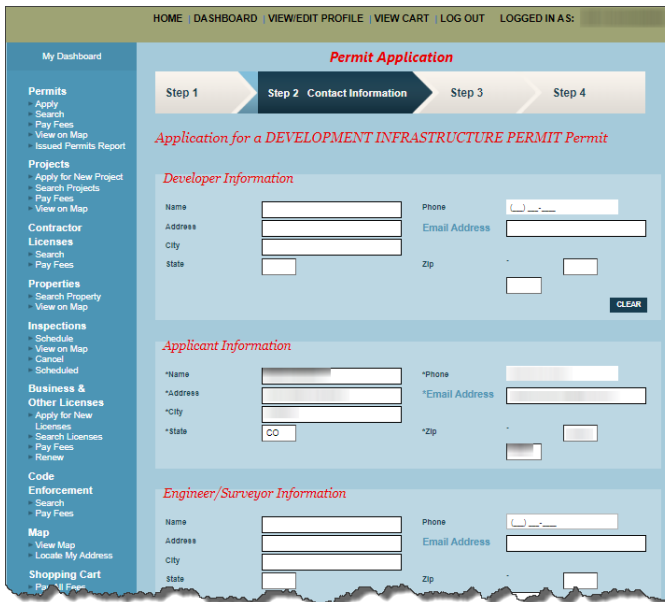
The system displays the file as uploaded.



e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



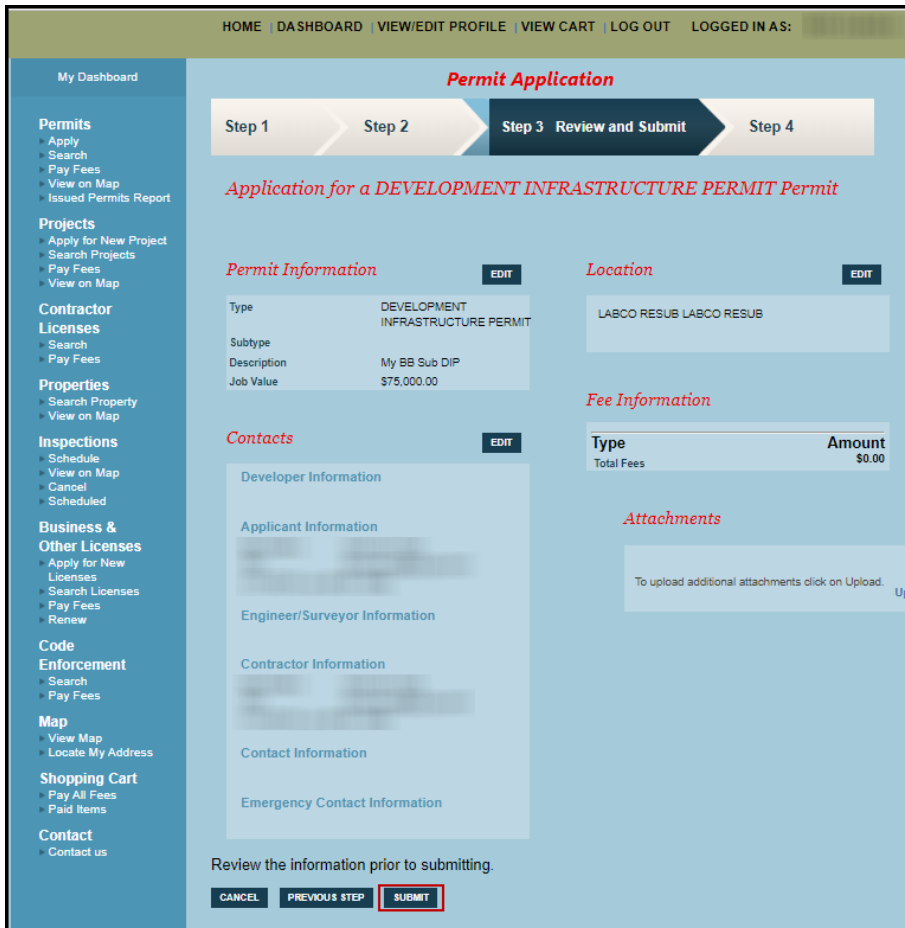
a. Enter information for ** required* contacts, and for any optional contacts as needed:

* = Required

R	Field
	Developer Information
*	Applicant Information (pre-populated and changeable)
	Engineer/Surveyor information
	Contractor Information
	Contact Information
	Emergency Contact Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



7. Review and edit as needed information as needed, and then click **Submit**.

The Permit map and Permit Descriptions tab displays.

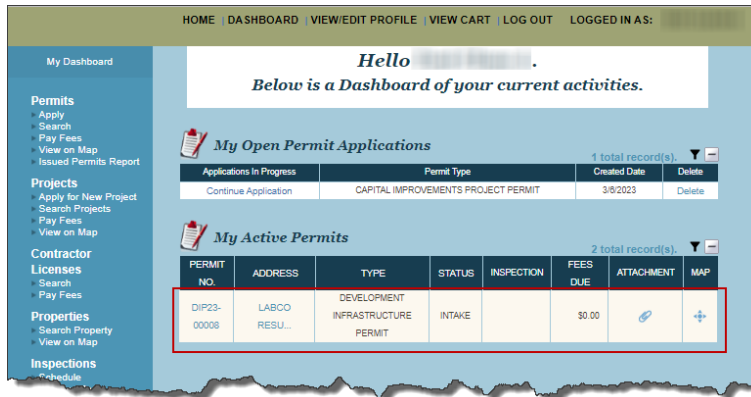
The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description
Permit Info	Type: DEVELOPMENT INFRASTRUCTURE PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 6/6/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:	Data you input plus any attachments uploaded to this permit are displayed.

Tab	Content	Content Description																																
Site Info	<p>Address: 10096 PITKIN WAY 📍</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type PARCEL</p> <p>APN: 172316216009</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 36</p> <p>Sect-Twp-Rng: 16 2S 66W</p> <p>Lot Size (SF): 7316.96002037</p>	Address or Parcel ID of the site and associated lot details.																																
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1501</td> <td>Littleton, CO 80120</td> </tr> <tr> <td>CONTRACTOR</td> <td>Mary Contractor</td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054	OWNER	Contractor 1	1501	Littleton, CO 80120	CONTRACTOR	Mary Contractor			Data input on the Contact Information screen.																
Contact Type	Name	Address	City/State/Zip																															
APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054																															
OWNER	Contractor 1	1501	Littleton, CO 80120																															
CONTRACTOR	Mary Contractor																																	
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td colspan="3">No records to display.</td> </tr> <tr> <td></td> <td>Charged: \$0.00</td> <td>Balance Due: \$0.00</td> </tr> </tbody> </table>	Description	Amount	Paid Date	No records to display.				Charged: \$0.00	Balance Due: \$0.00	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.																							
Description	Amount	Paid Date																																
No records to display.																																		
	Charged: \$0.00	Balance Due: \$0.00																																
Inspections	<table border="1"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>INFRASTRUCTURE INI...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>ROUTINE INSPECTION</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>TRAFFIC CONTROL IN...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info	INFRASTRUCTURE INI...	0						More Info	ROUTINE INSPECTION	0						More Info	TRAFFIC CONTROL IN...	0						More Info	<p>Based on the permit created, several inspections may be triggered.</p> <p>This page informs you of the activity and progress of each inspection.</p> <p>When the permit is issued, you will see inspection scheduling links here.</p>
Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info																											
INFRASTRUCTURE INI...	0						More Info																											
ROUTINE INSPECTION	0						More Info																											
TRAFFIC CONTROL IN...	0						More Info																											
Conditions	<p>There are currently no conditions on this record.</p>	If there are conditions to the issuance of your permit, they are shown here.																																
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>DEVELOPMENT INFRASTRUCT...</td> <td>PW ENGINEER...</td> <td></td> <td>6/6/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	DEVELOPMENT INFRASTRUCT...	PW ENGINEER...		6/6/2022		More Info	The reviewer(s) who will be reviewing your permit request.																				
Type	Reviewer	Status	Submitted	Completed	More Info																													
DEVELOPMENT INFRASTRUCT...	PW ENGINEER...		6/6/2022		More Info																													
PW Dev Inf Perm	<p>Are your Construction Plans approved? Yes</p> <p>Is your Drainage Report approved? Yes</p> <p>Is your Traffic Study approved? Yes</p> <p>What is the total dollar amount of the public improvements? 75000</p> <p>What is the Project Number of your previous submission? 6543</p> <p>Do you have a Commerce City Business License? Yes</p> <p>What is your Commerce City Business License Number? 123456</p>	Data you input to this permit is displayed.																																

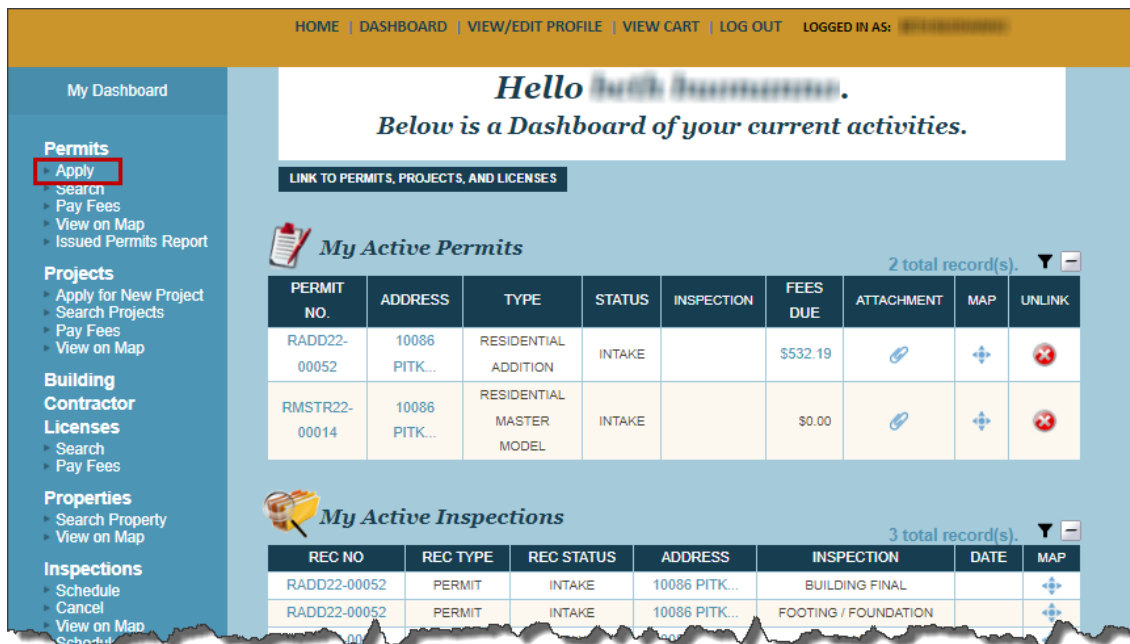
Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**. *Note:* As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



- To monitor the review and approval process, refer to [Section 5.9 Permit’s Review & Approval Process](#).

5.5 Requesting an Overweight Oversized Transportation Permit

- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



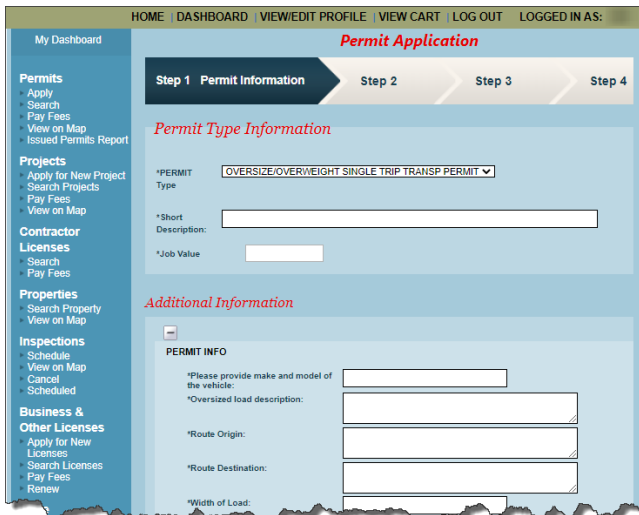
- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.



- Click **I Agree**, and then click **Continue**.
The Permit Application screen displays.

The example below depicts:

PERMIT Type of Oversize Overweight Single Trip Transportation Permit



- Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Oversize Overweight Single Trip Transportation Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Oversize Overweight Single Trip Transportation Permit
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Oversize Overweight Single Trip Transportation Permit, **Additional Information** displays.

* = Required

R	Field	Description
*	Please provide the make and model of the vehicle	Type the make and model of the vehicle, for example 2005 Kenworth W900.
*	Oversized load description	Describe the oversized load.
*	Route Origin	On what city, state, and highway did your trip originate?
*	Route Destination	What is your final destination?
*	Width of Load	State the width of the load, for example 15' 8"
*	Height of Load	State the height of the load, for example 10' 2"
*	Length of Load	State the length of the load, for example 10' 9"
*	Estimated Weight of Load	Estimate the weight of the load, for example 1 ton or 8000 pounds.
*	Number of escort vehicles	Define the number of escort vehicles. For none, leave blank or type 0.
*	Insurance Carrier and Policy Number	Type your vehicle's Insurance Carrier and the associated Policy Number.
*	What is the date and time of trip?	Define the date or date range in mm/dd/yy, and time of the trip, for example 4/2/22 8am
*	Applicant Must Notify Utility Companies and City Police Department	From the drop-down list, select your acceptance or non-acceptance.

Permit Info 2

R	Field	Description
	Description of route (if not uploaded as an attachment)	Type a description of route, or indicate that the attachment describes the route.
*	What is the number of days single trip will be moved though Commerce City	Type the number of days.

Location Info 1

In the section below, please type the word “HAUL” and select the HAULROUTE option.

Location

- a. In the **Search By** field, From the drop-down list, select **Address**.
- b. In the **Search Value** field, type the word HAUL and click **Search**.

The system retrieves results matching characters types.

- c. Select Haul Routes - STREET.

The system displays the the selection:

HaulRoutes
Haul Routes

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

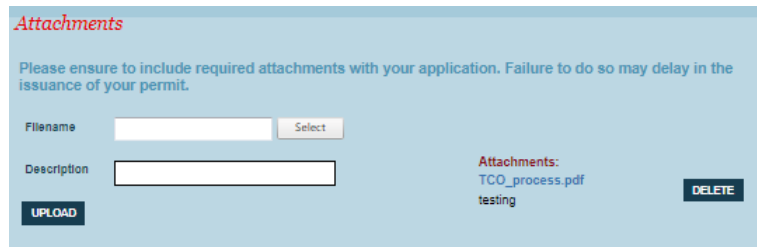
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

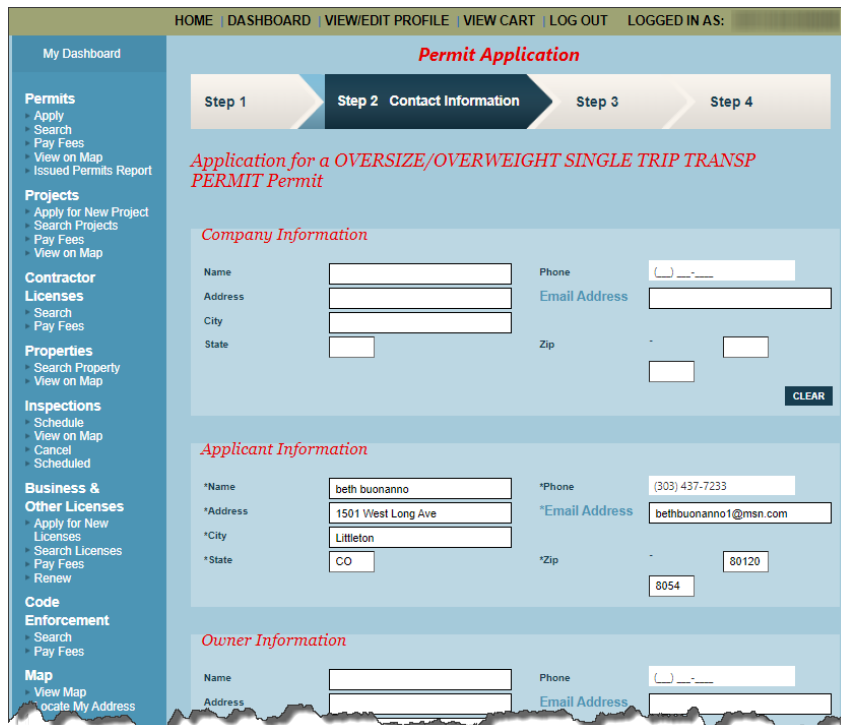
The system displays the file as uploaded.



- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



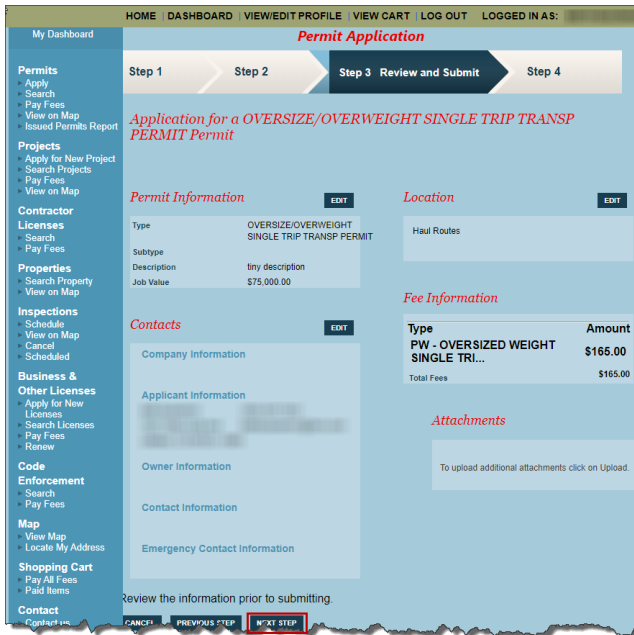
a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact Information

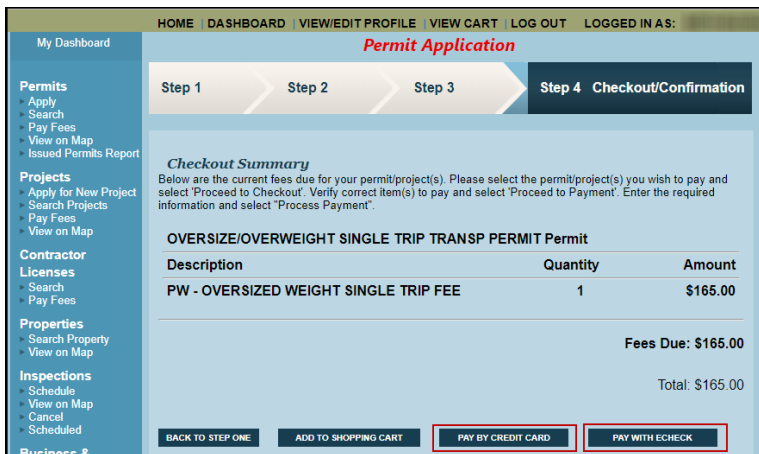
6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



7. Review and edit as needed information as needed, and then click **Next Step**.

8. The Permit Application: Step 4 Checkout/Confirmation message displays.



9. Pay your fees. Click **Pay by Credit Card** or **Pay with ECheck** and follow the prompts to pay your Permit bill.

b. Enter **Payment Information**, and click **Next Step: Review Payment**.

The Review Payment screen displays.

c. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

You are returned to the Step 4 Checkout/Confirmation screen.

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

My Dashboard **Permit Application**

Step 1 > Step 2 > Step 3 > **Step 4 Checkout/Confirmation**

Payment Status: Paid Print this page as your receipt of payment. You will also receive an e-mail confirmation.
 Receipt No: WEB02375
 Date: 4/14/2023 1:43:49 PM

Amount Paid: \$165.00

PERMIT	OST23 RNRS	Haul Routes	OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP PERMIT
PW - OVERSIZED WEIGHT SINGLE TRIP FEE			\$165.00
		Subtotal	\$165.00
Total amount paid:			\$165.00

[VIEW PERMIT](#) [PRINT SUMMARY](#)

In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

10. To view the permit, click **View Permit** or click the **Permit #**. The Permit map and Permit Descriptions tab displays.

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

My Dashboard **Permit Search**

Search By: [Click here for search examples](#)
 Search Operator:
 Search Value:

MAP ON OFF

Permit #OST23-0004

Attachment

Permit Info	Site Info	Contacts (1)	Fees \$0.00	Inspections(0)	Conditions (0)	Reviews(2)
Permit Info	Permit Info 2	LOCATION INFO 1				

Type: OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP PERMIT
 Subtype:
 Short Description: OOSTTP
 Status: INTAKE
 Applied Date: 3/27/2023
 Approved Date:

The tabs summarize the content on the requested permit:

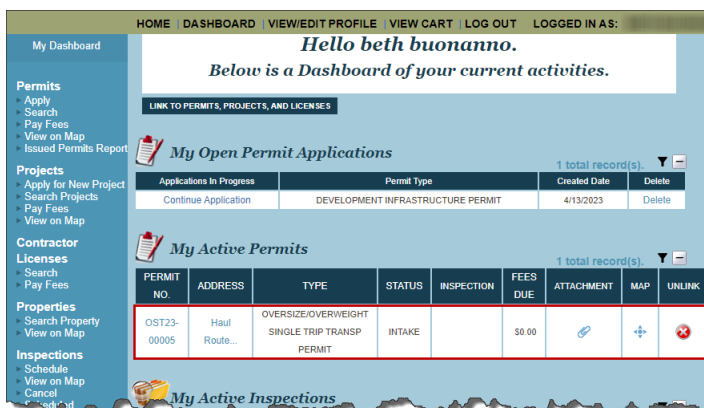
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description																		
Permit Info	<p>Type: OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP PERMIT</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 6/6/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p>	Data you input plus any attachments uploaded to this permit are displayed.																		
Site Info	<p>Address: Haul Routes</p> <p>City/State/Zip:</p> <p>Property Type: STREET</p> <p>APN: HaulRoutes</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address or Parcel ID of the site and associated lot details.																		
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1501</td> <td>Littleton, CO 80120</td> </tr> <tr> <td>CONTRACTOR</td> <td>Mary Contractor</td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054	OWNER	Contractor 1	1501	Littleton, CO 80120	CONTRACTOR	Mary Contractor			Data input on the Contact Information screen.		
Contact Type	Name	Address	City/State/Zip																	
APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054																	
OWNER	Contractor 1	1501	Littleton, CO 80120																	
CONTRACTOR	Mary Contractor																			
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>PW - OVERSIZED WEIGHT SINGLE TRIP FEE</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table> <p>Charged: \$0.00 Balance Due: \$0.00</p>	Description	Amount	Paid Date	PW - OVERSIZED WEIGHT SINGLE TRIP FEE	\$0.00		At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.												
Description	Amount	Paid Date																		
PW - OVERSIZED WEIGHT SINGLE TRIP FEE	\$0.00																			
Inspections	<p>There are currently no inspections on this record.</p>	<p>Based on the permit created, several inspections may be triggered, or none will be triggered.</p> <p>This page informs you of the activity and progress of each inspection.</p> <p>When the permit is issued, you will see inspection scheduling links here.</p>																		
Conditions	<p>There are currently no conditions on this record.</p>	If there are conditions to the issuance of your permit, they are shown here.																		
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>PW - PERMIT TECH REVIEW</td> <td>PW PERMIT TE...</td> <td></td> <td>6/6/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>TRANSPORTATION PERMIT RE...</td> <td>PW INSPECTO...</td> <td></td> <td>6/8/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	PW - PERMIT TECH REVIEW	PW PERMIT TE...		6/6/2022		More Info	TRANSPORTATION PERMIT RE...	PW INSPECTO...		6/8/2022		More Info	The reviewer(s) who will review your permit request.
Type	Reviewer	Status	Submitted	Completed	More Info															
PW - PERMIT TECH REVIEW	PW PERMIT TE...		6/6/2022		More Info															
TRANSPORTATION PERMIT RE...	PW INSPECTO...		6/8/2022		More Info															

Tab	Content	Content Description
Permit Info	<p>Please provide make and model of the vehicle 2005 Kenworth W900</p> <p>Oversized load description</p> <p>Route Origin</p> <p>Route Destination</p> <p>Width of Load</p> <p>Height of Load</p> <p>Length of Load</p> <p>Estimated Weight of Load</p> <p>Number of escort vehicles 0</p> <p>Insurance Carrier and Policy Number</p> <p>What is the date and time of trip? 7/7/7777</p> <p>Applicant Must Notify Utility Companies and City Police Department Accept</p>	Additional Permit Information.
Permit Info 2	<p>Description of route (if not uploaded as an attachment) 5485485</p> <p>What is the number of days single trip will be moved through Commerce City 4</p>	Additional Permit Information.
Location Info 1	<p>In the section below, please type the word "HAUL" and select the HAULROUTE option.</p>	Displays address input instructions for this type of permit.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



11. To monitor the review and approval process, refer to [Section 5.9 Permit’s Review & Approval Process](#).

5.6 Requesting Street Occupancy Closure Permit

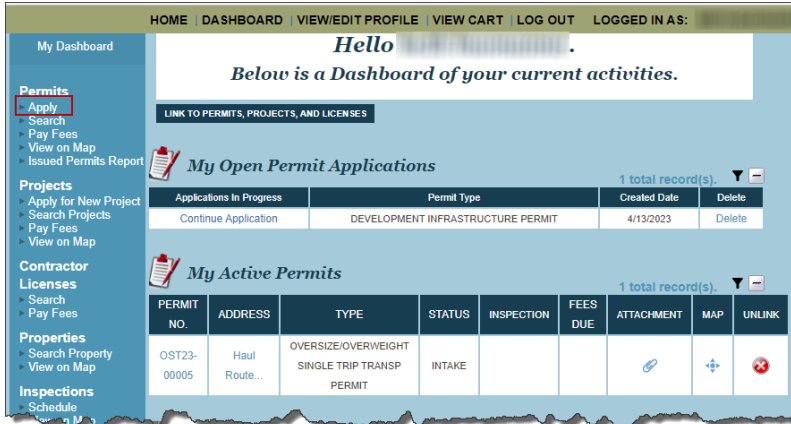
Important: If you are having a block Party, please apply for a **Temporary Events and Uses Permit**.

Important: If you are performing excavation or street cut work, please apply for a **Right-of-Way Permit**.

To request a Street Occupancy Closure Permit for a non-organized event:

1. From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.



2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.

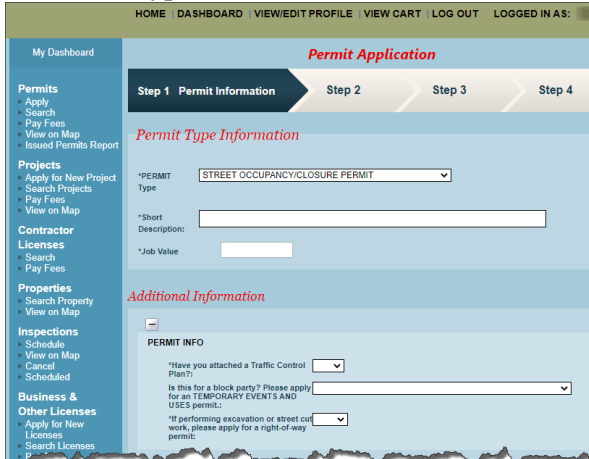


3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Street Occupancy Closure Permit



4. Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Street Occupancy Closure Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Street Occupancy Closure Permit
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example type 75000. No dollar signs or commas allowed-they are auto-generated

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Street Occupancy Closure Permit, **Additional Information** displays.

R	Field	Description
*	Have you attached a Traffic Control Plan?	From the drop-down list, select your answer. Important: To have this permit processed successfully, you must attach the Traffic Control Plan.
*	Is this for a block party? Please apply for a TEMPORARY EVENTS AND USES permit:	From the drop-down list, is you select Yes , then STOP!!! Please apply for a Temporary Events and Uses Permit.
*	If performing excavation or street cut work, please apply for a right-of-way permit:	From the drop-down list, is you select Yes , then STOP!!! Please apply for a Right of Way Permit.

Location *

- In the **Search By** field, From the drop-down list, select **Parcel ID**.
- In the **Search Value** field, type ST and click **Search**.
The system retrieves results matching characters types.
- Select appropriate selection.

The system displays your selection, for example

STR-1310

12470-13167 CAMERON DR

BRIGHTON, CO 80603

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

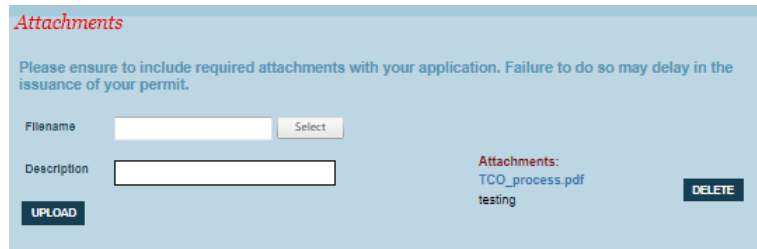
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

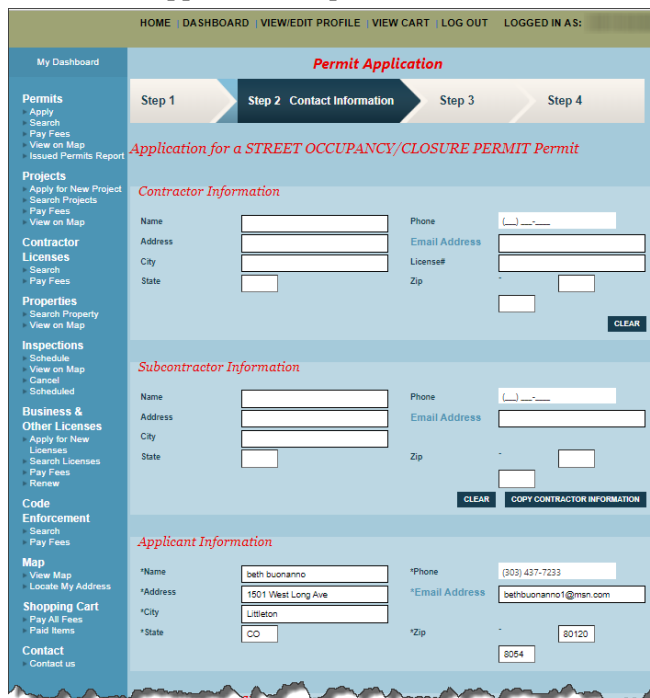
The system displays the file as uploaded.



- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



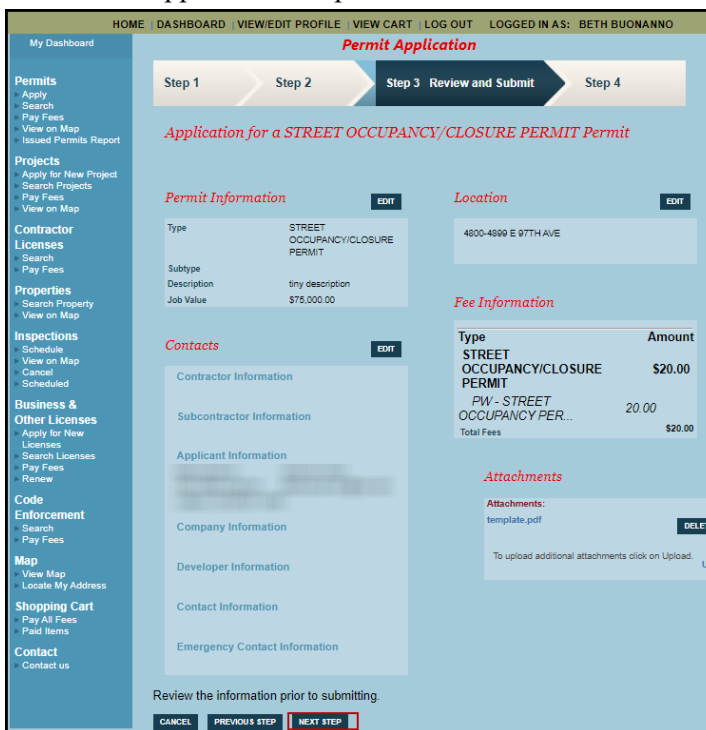
- a. Enter information for ** required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Contractor Information
	Subcontractor Information <i>Note:</i> To copy above contact information, click Copy Contractor Information .
*	Applicant Information (pre-populated and changeable)
	Company Information
	Developer Information
	Contact Information
	Emergency Contact Information

- 6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



Permit Application

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

Application for a STREET OCCUPANCY/CLOSURE PERMIT Permit

Permit Information		Location	
Type	STREET OCCUPANCY/CLOSURE PERMIT	4800-4899 E 97TH AVE	
Subtype	tiny description		
Description	tiny description		
Job Value	\$75,000.00		

Fee Information	
Type	Amount
STREET OCCUPANCY/CLOSURE PERMIT	\$20.00
PW - STREET OCCUPANCY PER...	20.00
Total Fees	\$20.00

Attachments:
template.pdf [DELETE]

To upload additional attachments click on Upload. Up

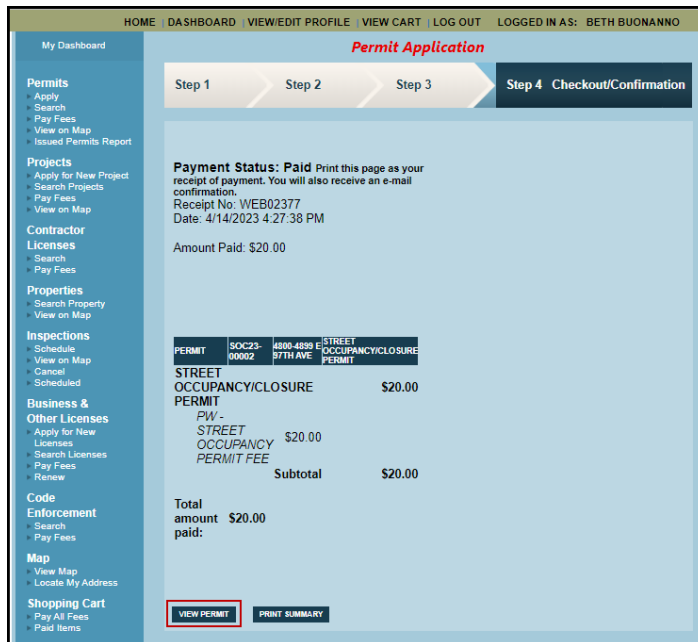
Review the information prior to submitting.

[CANCEL] [PREVIOUS STEP] [NEXT STEP]

7. Review and edit as needed information as needed, and then click **Next Step**.
The Step 4 Checkout/Confirmation screen displays.



8. Pay your fees. Click **Pay by CREDIT CARD** or **Pay with ECHECK** and follow the prompts to pay your Permit bill.
 - a. Enter **Payment Information**, and click **Next Step: Review Payment**.
The Review Payment screen displays.
 - b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.
You are returned to the Step 4 Checkout/Confirmation screen.





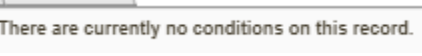
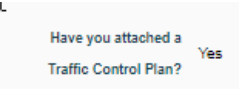
In your email, you will receive the following:

- A notification thanking you for your online order.
 - A payment receipt.
9. Click **View Permit**.

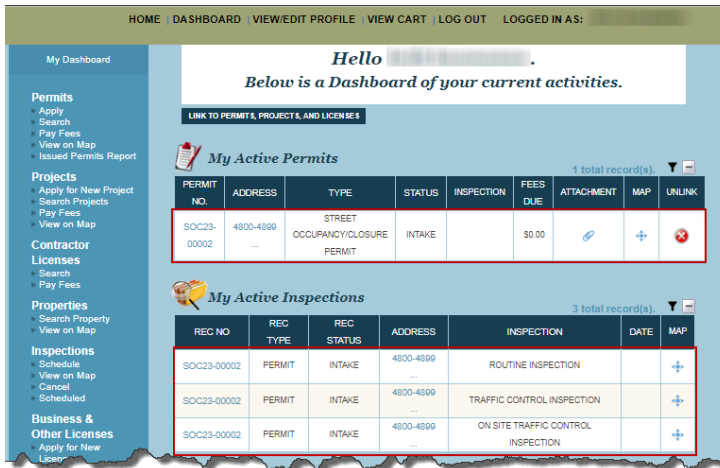
The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description																																
Permit Info		Data you input plus any attachments uploaded to this permit are displayed.																																
Site Info		Address or Parcel ID of the site and associated lot details.																																
Contacts	<table border="1" data-bbox="451 814 1052 928"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>beth buonanno</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>CONTRACTOR</td> <td>Mr Clean</td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1 West Long Ave</td> <td>Malomar, co 80120 - 8054</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	beth buonanno	1 West Long Ave	Malomar, CO 80120 - 8054	CONTRACTOR	Mr Clean			OWNER	Contractor 1	1 West Long Ave	Malomar, co 80120 - 8054	Data input on the Contact Information screen.																
Contact Type	Name	Address	City/State/Zip																															
APPLICANT	beth buonanno	1 West Long Ave	Malomar, CO 80120 - 8054																															
CONTRACTOR	Mr Clean																																	
OWNER	Contractor 1	1 West Long Ave	Malomar, co 80120 - 8054																															
Fees	<table border="1" data-bbox="451 949 1052 999"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>STREET OCCUPANCY/CLOSURE PERMIT</td> <td>\$20.00</td> <td>6/9/2022</td> </tr> </tbody> </table>	Description	Amount	Paid Date	STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/9/2022	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.																										
Description	Amount	Paid Date																																
STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/9/2022																																
Inspections	<table border="1" data-bbox="451 1087 1052 1184"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>ROUTINE INSPECT...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>TRAFFIC CONTROL...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>ON SITE TRAFFIC ...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info	ROUTINE INSPECT...	0						More Info	TRAFFIC CONTROL...	0						More Info	ON SITE TRAFFIC ...	0						More Info	<p>Based on the permit created, several inspections may be triggered.</p> <p>This page informs you of the activity and progress of each inspection.</p> <p>When the permit is issued, you will see inspection scheduling links here.</p>
Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info																											
ROUTINE INSPECT...	0						More Info																											
TRAFFIC CONTROL...	0						More Info																											
ON SITE TRAFFIC ...	0						More Info																											
Conditions		If there are conditions to the issuance of your permit, they are shown here.																																
Reviews	<table border="1" data-bbox="451 1533 1052 1608"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>PW - PERMIT TECH REVIEW</td> <td>PW PERMIT TE...</td> <td></td> <td>6/9/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	PW - PERMIT TECH REVIEW	PW PERMIT TE...		6/9/2022		More Info	The reviewer(s) who will be reviewing your permit request.																				
Type	Reviewer	Status	Submitted	Completed	More Info																													
PW - PERMIT TECH REVIEW	PW PERMIT TE...		6/9/2022		More Info																													
Permit Info		Additional Permit Information.																																

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**. *Note:* As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



10. To monitor the review and approval process, refer to [Section 5.9 Permit's Review & Approval Process](#).

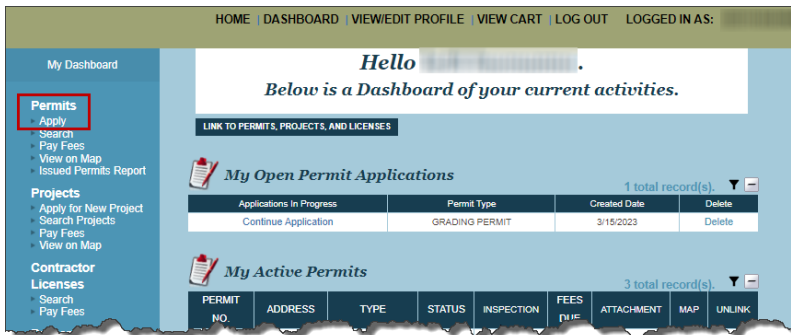
5.7 Applying for Annual Longer Vehicle Permit

Use the instructions below to apply for an **Annual Longer Vehicle Combination Permit**.

To apply for an **Annual Longer Vehicle Combination Permit**:

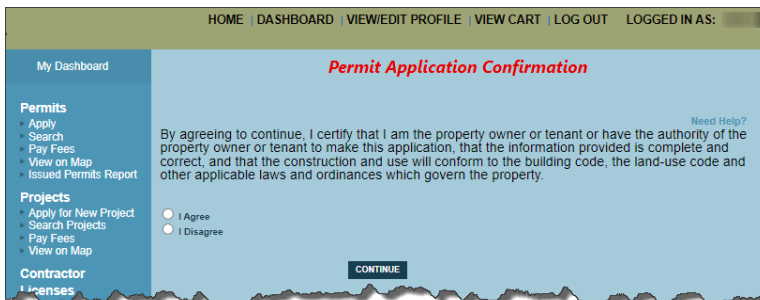
1. From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.

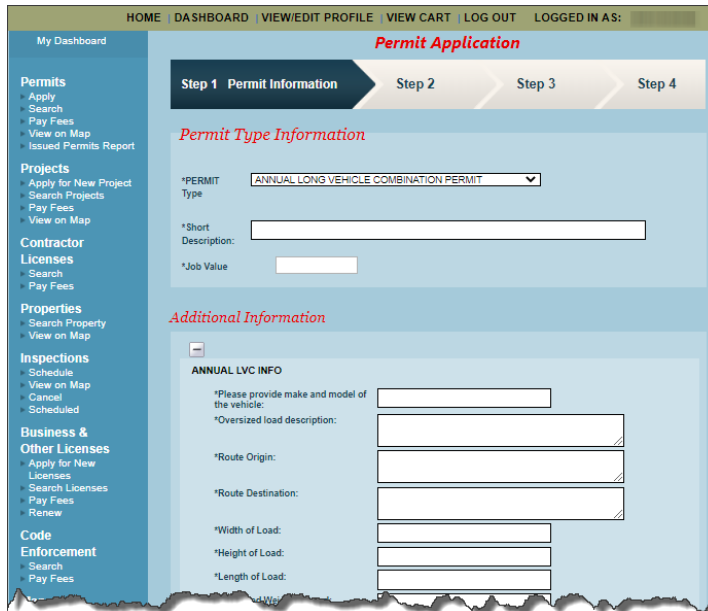


2. Under the **Permit** heading, click **Apply**.

The Permit Application Confirmation screen displays.



3. After reading the confirmation statement, click **I Agree**, and then click **Continue**.



EXAMPLE: In this example I chose Annual Long Vehicle Combination Permit.

4. Complete the following sections of the screen, dependent on your Permit selections.

Permit Type Information

Select/type the following required information:

* = Required

R	Field	Description
*	Permit Type	From the drop-down list, select the Permit Type. EX: Here, Annual Long Combination Permit
*	Short Description	Type a short description of intended permit use.
*	Job Value	Type the dollar value. Do not use dollar signs, decimals, or commas.

Additional Information

Annual LVC Info

Provide the following information to obtain your permit/license.

* Required

R	Field	Description
*	Please provide make and model of the vehicle:	Type the make and model of the vehicle, for example 2005 Kenworth W900
*	Oversized load description:	Describe the oversize load.
*	Route Origin:	On what city, state, and highway did your trip originate?
*	Route Destination:	What is your final destination?

R	Field	Description
*	Width of Load:	State the width of the load, for example 15' 8"
*	Height of Load:	State the height of the load for example 15' or 15 feet
*	Length of Load:	State the length of the load, for example 20' or 20 feet
*	Estimated Weight of Load:	Estimate the weight of the load, for example 1 ton or 8000 pounds.
*	Number of escort vehicles:	Define the number of escort vehicles. For none, leave blank or type 0.
*	Insurance Carrier and Policy Number:	Type your vehicle's Insurance Carrier and the associated Policy Number.
*	What is the date and time of trip?	Define the date or date range in mm/dd/yy, and time of the trip, for example 4/2/22 8am
*	Applicant Must Notify Utility Companies and City Police Department:	Denote your acceptance or non-acceptance.

Location Info 1

In the section below, please type the word "HAUL" and select the HAULROUTE option.

Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, type the word HAUL and click **Search**.

The system retrieves results matching characters types.

- c. Select **HAUL ROUTES**.

The system displays the Location:

HaulRoutes

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your license.

- a. Click **Select** and locate the appropriate file.

The Description field displays.

- b. Optionally enter a **Description** of the file.

- c. Click **Upload**.

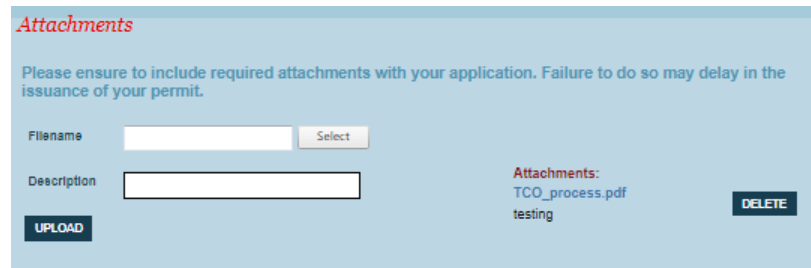
The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted.

Note: Attachments become the property of Commerce City.

d. Click **Accept**.

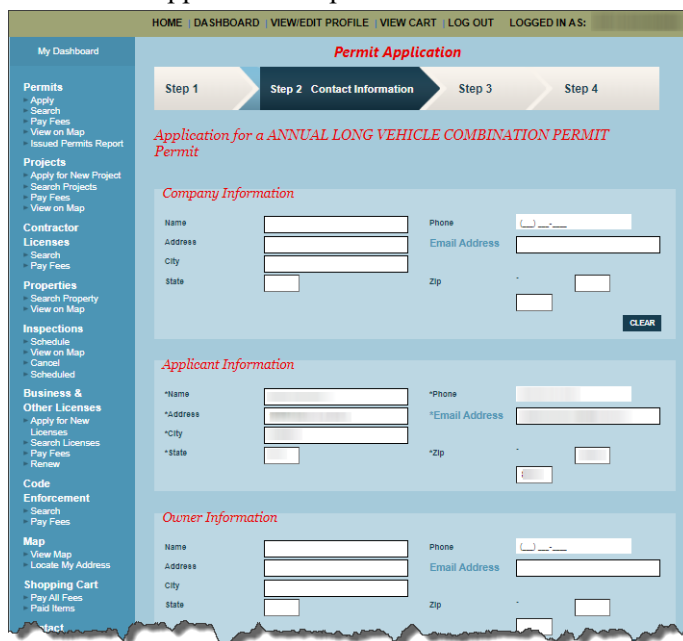
The system displays the file as uploaded.



e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



6. Enter information for **required* contacts, and for optional contacts as needed:

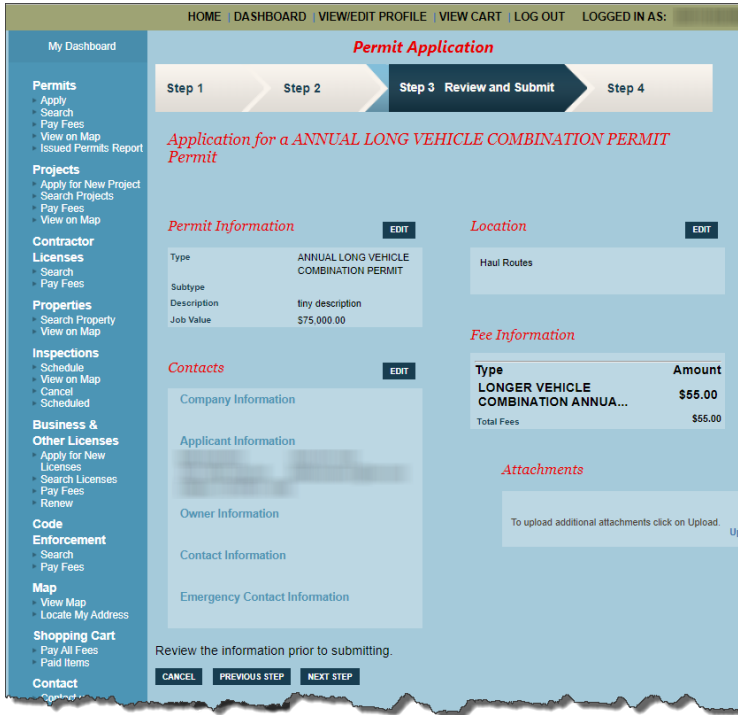
* = Required

R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact Information

7.

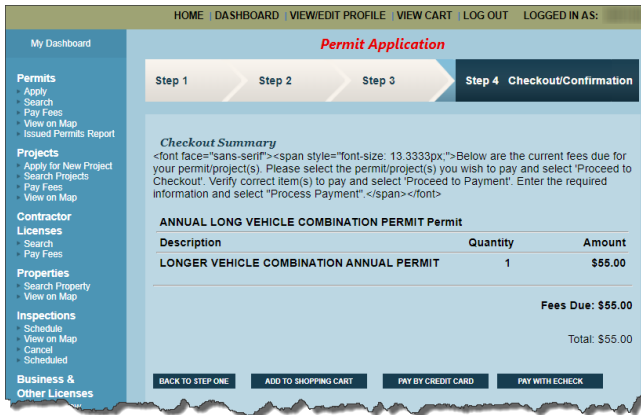
8. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



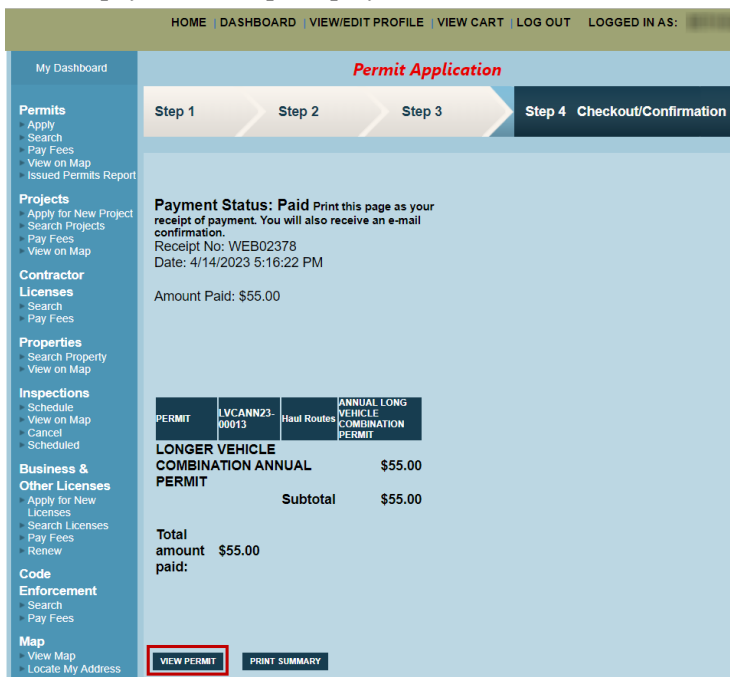
9. Review and edit as needed information as needed, and then click **Next Step**.

The Permit Application: Step 4 Checkout/Confirmation screen displays.



10. Pay your fees. Click **Pay by Credit Card** or **Pay with ECheck** and follow the prompts to pay your fee.

The fee payment receipt displays.



You are returned to the Step 4 Checkout/Confirmation screen.

11. To view the permit, click **View Permit**.

The Permit map and Permit Description tabs display.

The tabs summarize the content on the requested permit:

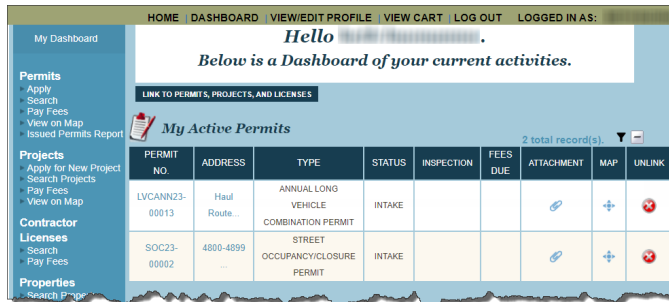
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description
Permit Info	<p>Type: ANNUAL LONG VEHICLE COMBINATION PERM</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 3/16/2023</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Final Date:</p> <p>Expiration Date:</p>	The Permit summary.

Tab	Content	Content Description																		
Site Info	<p>Address: Haul Routes</p> <p>City/State/Zip:</p> <p>Property Type: STREET</p> <p>APN: HaulRoutes</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address and site details.																		
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1501 West Long Ave</td> <td>Littleton, CO 80120 - 8</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8	Contact Information added for the permit.										
Contact Type	Name	Address	City/State/Zip																	
APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8																	
Fees \$0.00	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>LONGER VEHICLE COMBINATION ANNUAL PERMIT</td> <td>\$55.00</td> <td>3/16/2023</td> </tr> <tr> <td colspan="2">Charged: \$55.00</td> <td>Balance Due: \$0.00</td> </tr> </tbody> </table>	Description	Amount	Paid Date	LONGER VEHICLE COMBINATION ANNUAL PERMIT	\$55.00	3/16/2023	Charged: \$55.00		Balance Due: \$0.00	Indicates fees charged and paid.									
Description	Amount	Paid Date																		
LONGER VEHICLE COMBINATION ANNUAL PERMIT	\$55.00	3/16/2023																		
Charged: \$55.00		Balance Due: \$0.00																		
Inspections (0)	There are currently no inspections on this record.	If inspections are auto-generated, they are listed.																		
Conditions (0)	There are currently no conditions on this record.	If certain specifications are auto-generated for this permit, they are listed.																		
Reviews (2)	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>LVCANN ROUTE REVIEW</td> <td>PW INSPECTO...</td> <td></td> <td>3/16/2023</td> <td></td> <td>More Info</td> </tr> <tr> <td>PW - PERMIT TECH REVIEW</td> <td>PW PERMIT TE...</td> <td></td> <td>3/16/2023</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	LVCANN ROUTE REVIEW	PW INSPECTO...		3/16/2023		More Info	PW - PERMIT TECH REVIEW	PW PERMIT TE...		3/16/2023		More Info	Indicates the number of reviews are auto-generated for this permit.
Type	Reviewer	Status	Submitted	Completed	More Info															
LVCANN ROUTE REVIEW	PW INSPECTO...		3/16/2023		More Info															
PW - PERMIT TECH REVIEW	PW PERMIT TE...		3/16/2023		More Info															
Annual LVC Info	<p>Please provide make and model of the vehicle: 2005 Kenworth W900</p> <p>Overized load description: food</p> <p>Route Origin: I-25</p> <p>Route Destination: Fruita, Co</p> <p>Width of Load: 15' 8"</p> <p>Height of Load: 15 feet</p> <p>Length of Load: 20 feet</p> <p>Estimated Weight of Load: 3000 pounds</p> <p>Number of escort vehicles:</p> <p>Insurance Carrier and Policy Number:</p> <p>What is the date and time of trip?: 4/2/22 8am</p> <p>Applicant Must Notify Utility Companies and City Police Department:</p>	Additional information input into the application.																		
Location Info 1	<p>In the section below, please type the word "HAUL" and select the HAULROUTE option.</p>	Lists the location instructions.																		

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this license request, then they are listed under **My Active Inspections**—none are required for this ANNUAL LONGER VEHICLE COMBINATION permit request.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



- To monitor the review and approval process, refer to [Section 5.9 Permit’s Review & Approval Process](#).

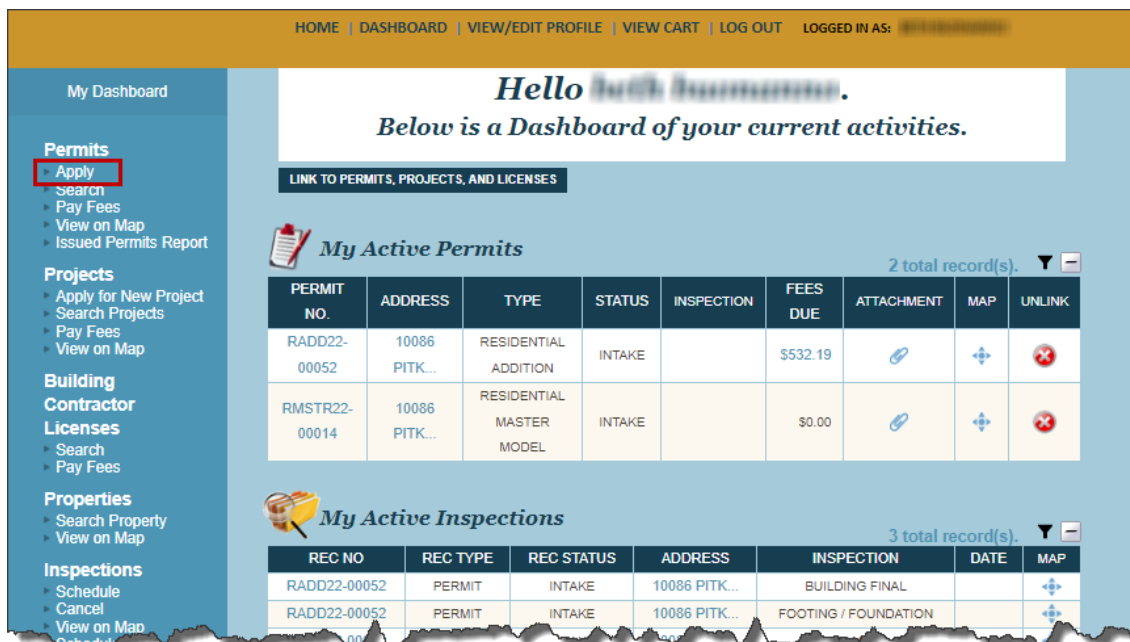
5.8 Requesting Temporary Events & Uses Permit

If you are requesting a permit for an organized event needing street closure, then request this **Temporary Events & Uses Permit**.

To request a Temporary Events and Uses Permit:

- From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.



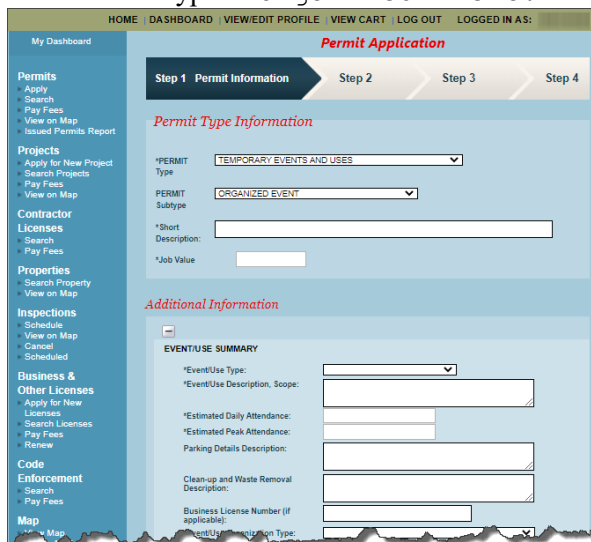
- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.



- Click **I Agree**, and then click **Continue**.
The Permit Application screen displays.

The example below depicts:

PERMIT Type of Temporary Events and Uses with the automatically selected **PERMIT Subtype** of Organized Event.



- Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose the **PERMIT Type** of Temporary Events and Uses with the **PERMIT Subtype** of Organized Event.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here Temporary Events and Uses
	PERMIT Subtype	Accept the default, or from the drop-down list, make a different selection. EX: Here Organized Event

R	Field	Description
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example type 5000. No dollar signs or commas allowed-they are auto-generated.

Additional Information:

EVENT/USE SUMMARY

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Organized Event with Street Closure, **Types of Use** displays.

* = Required

*	Field	Description
*	Event/Use Type	Select the event type.
*	Event/Use Description, Scope	Type the event description and the scope of the event.
*	Estimated Daily Attendance	Type an estimated amount of people that will attend the event.
*	Estimated Peak Attendance	At peak time, estimate the peak attendance number.
	Parking Details Description	Where will attendees park?
	Clean-up and Waste Removal Description	How will waste be removed from the property?
	Business License Number (if applicable)	If you have a business license number, type it here.
*	Event/Use Organization Type	Select a Type.
	Would you like your event to be added to the City's Community Calendar website?	Select an answer.





Event/Use Details

*=Required

*	Field	Description
*	Will a structure, such as a tent, bounce house, stage or gantry, be erected?	Select an answer.
*	Will alcoholic beverages be served or sold?	Select an answer.
	Will food, goods or services be sold?	Select an answer.
*	Will there be a band or amplified sound?	Select an answer.
*	Will there be fireworks?	Select an answer.
	Are admission fees charged?	Select an answer.
	Admission Fee (if charged)	Type an amount with no commas or dollar signs.
	Are vendor or other fees required?	Select an answer.

Request Date/Time

*=Required

*	Field	Description
	Set-Up Date:	Using the Calendar  icon, select a date.
*	Start Date of Event/Use:	Using the Calendar  icon, select a date.
*	Start Time of Event/Use (denote a.m. or p.m.)	Type the start time, for example 8:00am.
*	End Date of Event/Use:	Using the Calendar  icon, select a date.
*	End Time of Event/Use (denote a.m. or p.m.)	Type the ending time, for example 5:00pm.
	Dismantle Date:	Using the Calendar  icon, select a date.

Site Info

*=Required

*	Field	Description
	Will restrooms be available on site?	Select an answer.
	Will portable toilets and hand-washing facilities be provided?	Select an answer.
*	Will there be any signs or banners? (If yes, a sign permit is required.)	Select an answer.
	Will a fence be erected?	Select an answer.
	Is site on a developed parking lot?	Select an answer.
	Will lighting be used to illuminate the site?	Select an answer.
*	Will electricity be needed?	Select an answer.
	Generator Size (kW):	Type the number.
*	Did you attach our site-related plan?	A plan of the site must be uploaded with your permit application showing the location of adjacent streets, existing structures and buildings, temporary structures (bounce house, stage, etc.) with uses and sizes noted, north arrow, fencing (including height and type), restroom facilities or portable toilets, generator(s) or location of shore power, type of parking surface, number of parking stalls, parking areas and driveway entrances, sound system and lighting, signs and banners with sizes noted, trash containers and dumpsters, booth or exhibit areas, and vehicle or trailers.
	Streets Proposed for Closure (if applicable):	As applicable, type the name of the streets affected.

Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, do one of the following:
- c. type a partial to full address, or for a street range type STR – and click **Search**.

The system retrieves results matching characters types.

- d. Select appropriate selection.

The system displays the full address for your selection, for example:

172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

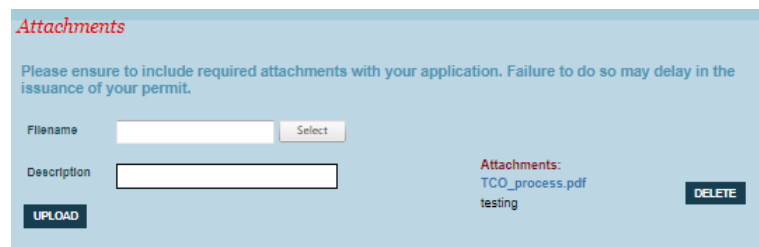
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.



Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename

Description

Attachments:
TCO_process.pdf
testing

- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.

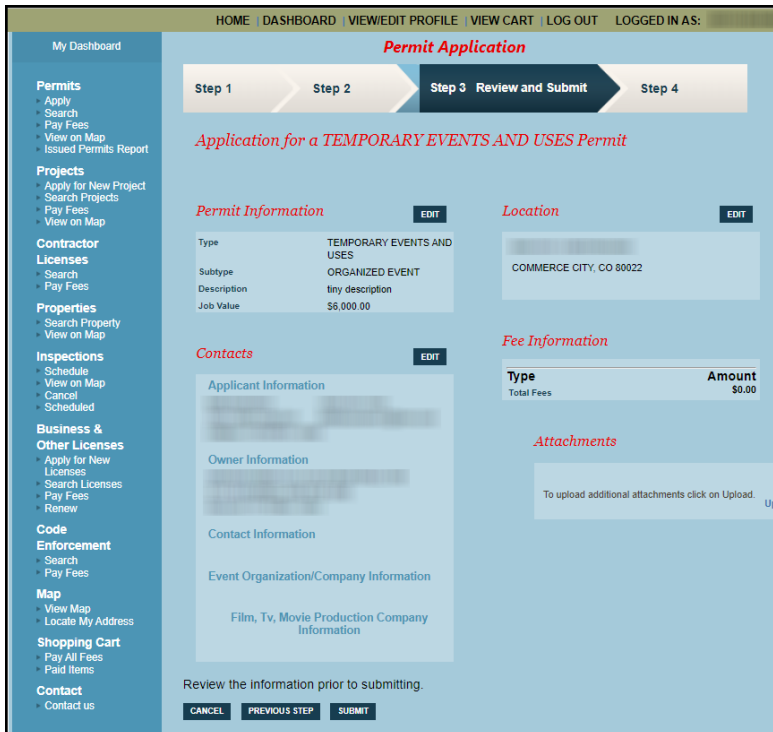
a. Enter information for **required* contacts, and for optional contacts as needed:

* = Required

R	Field
*	Applicant Information (pre-populated and changeable)
	Owner Information (pre-populated and changeable)
	Contact Information
	Event Organization/Company Information
	Film, TV, Movie Production Company Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



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

My Dashboard

Permit Application

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

Application for a **TEMPORARY EVENTS AND USES** Permit

Permit Information [EDIT](#)

Type	TEMPORARY EVENTS AND USES
Subtype	ORGANIZED EVENT
Description	tiny description
Job Value	\$5,000.00

Location [EDIT](#)

COMMERCE CITY, CO 80022

Fee Information

Type	Amount
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
- Search
- Pay Fees
- View on Map
- Issued Permits Report

Projects

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

Contractor Licenses

- Search
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- View on Map
- Cancel
- Scheduled

Business & Other Licenses

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

Code Enforcement

- Search
- Pay Fees

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Note: Because there are no fees associated with this example, click Submit. If fees are associated, you are presented with the appropriate screen.

Click Submit.

The Permit Summary screen displays below the Search section.

An email is sent to the applicant.

In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

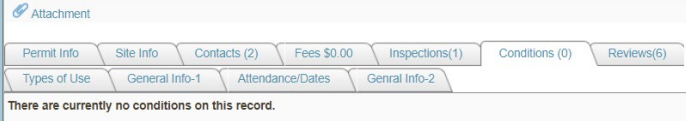
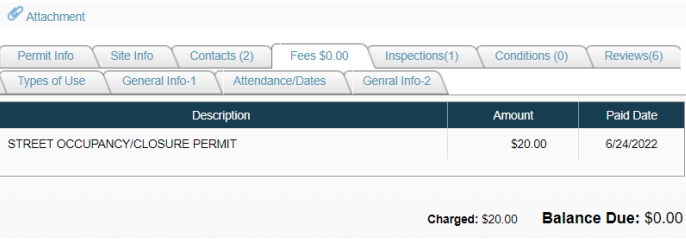
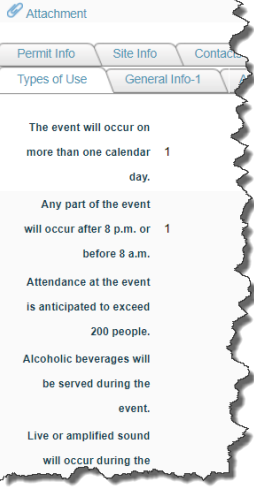
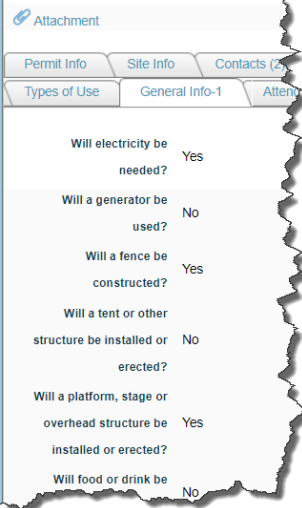
7. Click **View Permit**.

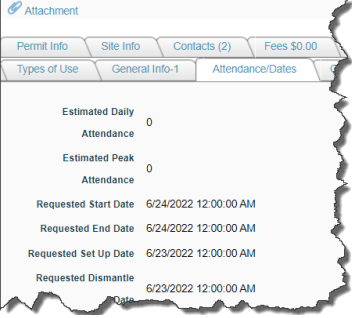
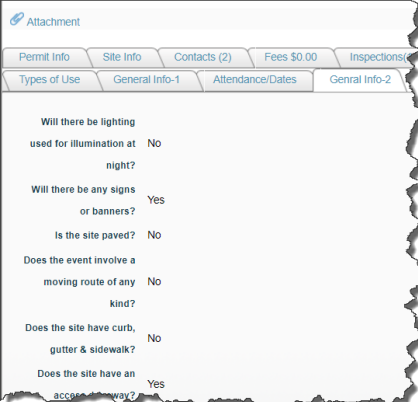
The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

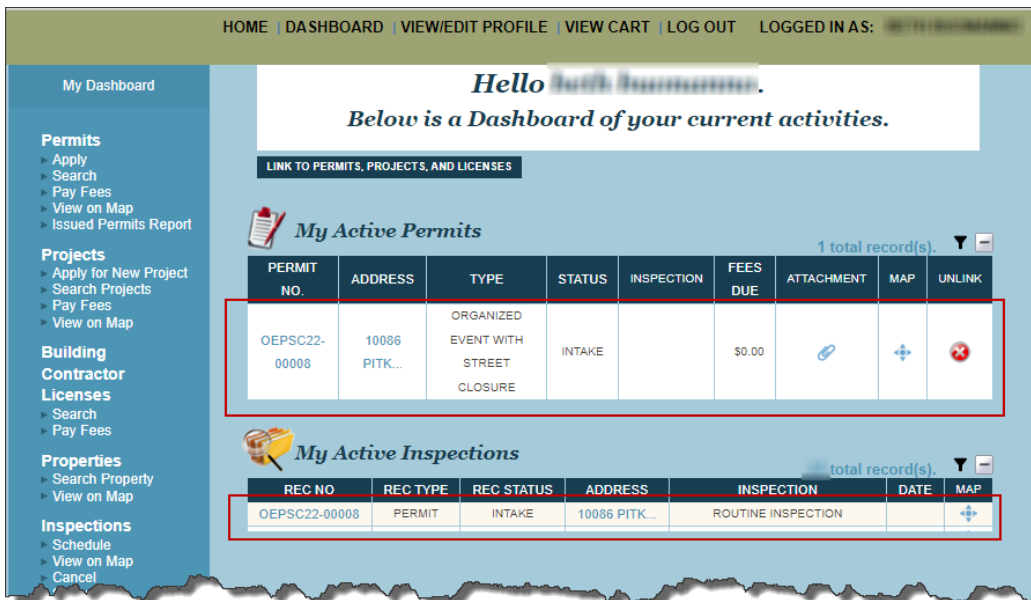
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description												
Permit Info		Data you input plus any attachments uploaded to this permit are displayed.												
Site Info		Address or Parcel ID of the site and associated lot details.												
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>beth buonanno</td> <td>1501 West Long Ave</td> <td>Littleton, CO 80120 - 8054</td> </tr> <tr> <td>OWNER</td> <td>GRAY DAVID A AND GRAY...</td> <td>10086 PITKIN WAY</td> <td>COMMERCE CITY, CO 80...</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	beth buonanno	1501 West Long Ave	Littleton, CO 80120 - 8054	OWNER	GRAY DAVID A AND GRAY...	10086 PITKIN WAY	COMMERCE CITY, CO 80...	Data input on the Contact Information screen.
Contact Type	Name	Address	City/State/Zip											
APPLICANT	beth buonanno	1501 West Long Ave	Littleton, CO 80120 - 8054											
OWNER	GRAY DAVID A AND GRAY...	10086 PITKIN WAY	COMMERCE CITY, CO 80...											
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>STREET OCCUPANCY/CLOSURE PERMIT</td> <td>\$20.00</td> <td>6/24/2022</td> </tr> </tbody> </table> <p>Charged: \$20.00 Balance Due: \$0.00</p>	Description	Amount	Paid Date	STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/24/2022	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and displays fees already paid.						
Description	Amount	Paid Date												
STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/24/2022												
Inspections	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>STREET OCCUPANCY/CLOSURE PERMIT</td> <td>\$20.00</td> <td>6/24/2022</td> </tr> </tbody> </table> <p>Charged: \$20.00 Balance Due: \$0.00</p>	Description	Amount	Paid Date	STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/24/2022	Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.						
Description	Amount	Paid Date												
STREET OCCUPANCY/CLOSURE PERMIT	\$20.00	6/24/2022												

Tab	Content	Content Description
		When the permit is issued, you will see inspection scheduling links here.
Conditions		If there are conditions to the issuance of your permit, they are shown here.
Reviews		The reviewer(s) who will be reviewing your permit request.
Types of Use		Additional Permit Information.
General Info 1		Additional Permit Information.

Tab	Content	Content Description
Attendance Dates		Dates and times entered for preparation, event, and dismantling.
General Info 2		Additional Permit Information.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**. *Note:* As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).




- To monitor the review and approval process, refer to [Section 5.9 Permit's Review & Approval Process](#).




5.9 Permit's Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take. These communications are EXAMPLES ONLY.

Permit Status	System Action	Action you should take																				
Intake	<p>Once you make a payment, you should receive a similar email based on cost of permit:</p> <p>EXAMPLE for: Grading Permit</p> <p>Thank you for your online order with Commerce City. If you paid for a building permit, you will be notified when your permit payment has been processed. Retain this copy for verification with statement. Payment method: WEB Receipt No.: WEB01600 Amount Paid: \$200.00 Paid Date: 5/3/2022</p> <table border="1" data-bbox="337 825 1218 968"> <thead> <tr> <th>PERMIT</th> <th>GRD22-00059</th> <th>10086 PITKIN WAY COMMERCE CITY, CO 80022</th> <th>GRADING PERMIT</th> </tr> </thead> <tbody> <tr> <td colspan="4">GRADING PLAN REVIEW FEES</td> </tr> <tr> <td colspan="3">GRADING PERMIT APPLICATION REVIEW FEE</td> <td>\$200.00</td> </tr> <tr> <td colspan="3">Sub Total:</td> <td>\$200.00</td> </tr> <tr> <td colspan="3">Total Amount Paid:</td> <td>\$200.00</td> </tr> </tbody> </table> <p>Name: [REDACTED] Address: [REDACTED] City, State, Zip: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p>	PERMIT	GRD22-00059	10086 PITKIN WAY COMMERCE CITY, CO 80022	GRADING PERMIT	GRADING PLAN REVIEW FEES				GRADING PERMIT APPLICATION REVIEW FEE			\$200.00	Sub Total:			\$200.00	Total Amount Paid:			\$200.00	Optionally, check on your application.
PERMIT	GRD22-00059	10086 PITKIN WAY COMMERCE CITY, CO 80022	GRADING PERMIT																			
GRADING PLAN REVIEW FEES																						
GRADING PERMIT APPLICATION REVIEW FEE			\$200.00																			
Sub Total:			\$200.00																			
Total Amount Paid:			\$200.00																			
Additional Info Required	<p>Commerce City Application/Permit GRD22-00063 Requires Additional Information</p> <div data-bbox="349 1318 1193 1396">  </div> <p>The permit application identified below requires additional information.</p> <p>Permit Number: GRD22-00063 Permit Type: GRADING PERMIT/ Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>Log into the Commerce City eTRAKIT portal at the address below to learn more about this status update and to provide the additional information required.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomc.stg.csqrcloud.com%2Fcommunity-ettrakit%2F&data=05%7C01%7C%7C93ab43226dac47ece9e908da31de77fb%7C84df9e7fe9f640afb435aaaaaaa%7C1%7C0%7C637877128809749349%7CUnknown%7CTWFpbGZsb3d8eyJWljoImCMc4wLjAwMDAilCjQjoiV2luMzliLCJBTil6k1haWwIlCjVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hdTtkcy0Gx3JnZ6frR%2FOAgTCy1%2BYZJDBwBYiUHvk%3D&reserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	Login into eTRAKIT and provide additional information as required.																				

Permit Status	System Action	Action you should take
Awaiting Payment	<p>Commerce City Permit RADD22-00052 Fees Due</p> <p> [Redacted] Fri 4/15/2022 12:04 PM To: [Redacted]</p> <p>The permit application identified below is awaiting payment.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>Log into the Commerce City eTRAKIT portal at the address below to pay your outstanding fees.</p>	Login to pay outstanding fees.
Issued	<p>Commerce City Permit RADD22-00052 Issued</p> <p> [Redacted] ↩ ⏪ → ⋮ Fri 4/15/2022 9:20 AM</p> <p>The permit for the project identified below has been issued.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>Please log into the Commerce City eTRAKIT portal at the address below to obtain your permit and, if applicable, city-approved construction documents.</p>	Click link to retrieve permit and any city-approved construction documents
Closed	<p>Commerce City Permit RADD22-00052 Completed</p> <p> [Redacted] ↩ ⏪ → ⋮ Fri 4/15/2022 12:23 PM</p> <p>The permit application identified below is now complete.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>If your project requires a certificate of occupancy or similar, you will need to apply for a separate Certificate of Occupancy/Completion permit. Log into the Commerce City eTRAKIT portal at the address below to apply.</p>	As needed, apply for a COI/Completion permit.

6 License Applications

6.1 Applying for a Business License

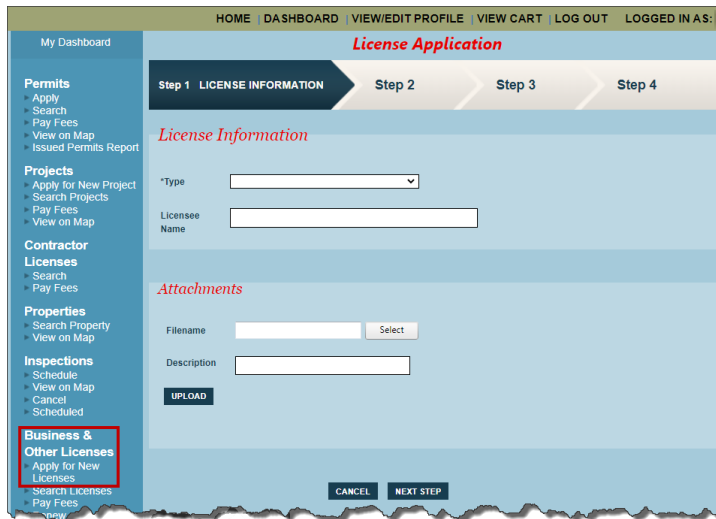
Important: If you are an Out-of-city business, you do not need a business license. Please fill out an out of city sales tax license at [Business Licenses | City of Commerce City, CO \(c3gov.com\)](https://www.cityofcommerce.com/c3gov.com) and scroll down to section titled “**For businesses located outside of Commerce City Limits.**”

Use the instructions below to apply for a n In-City Commerce City **Business License**.

To apply for an In-City Commerce City **Business License**:

1. From the external home page, click **Login** to login to eTRAKiT.
You are redirected to a dashboard of the current activities.
2. On the left navigation bar, under **Business and Other Licenses**, click **Apply for New Licenses**.

The Step 1 License Information screen displays.



3. Complete the following sections of the screen.

License Information

Based on the type of license chosen, additional and different fields may display.

Field	Description
Type	From the drop-down list, select the Type . EX: Here, Outdoor Vendor In this example I chose Outdoor Vendor, so specific fields display for that license under Additional Info Required Below .
License Name	Type a License Name which represents specifics of this license. EX: Here, Sydney’s Hot Dogs

Additional Info Required Below

Vendor Info

Provide the following information to obtain your license.

*= Required

R	Field	Description
*	Trade Name	Type the name of your trade—for example food service.
*	Mailing Address	Type your full mailing address including address, city, state, and zip code.
	Business Website	If you have a Web site, enter the full URL here.
*	Fully describe business operation	Fully describe how you operate your business. Are you selling food, alcohol? Indicate all operational practice <i>in detail</i> . Insufficient descriptions may result in processing delays for your license.
*	FEIN	From drop-down list, select an answer to indicate if you have a Federal Tax ID Number.
*	FEIN#	If you selected Yes in field above, type the Federal Tax ID Number.
*	State Sales Tax ID Number	Type your State Sales Tax ID Number if available.
*	Estimated Start Date in Commerce City	Click on the calendar and select the estimated start date.
*	Filing Frequency	From the drop-down list, select your filing frequency.
*	Number of Employees	How many employees are a part of this business?
	Was this business acquired in whole or part	From the drop-down list, select your answer.
	Prior Owner's Name	If there is a prior owner, type their name.

Vendor Info 2

Provide the following information to obtain your license.

R	Field	Description
*	Describe what you sell or services provided	Describe services/sales. Insufficient descriptions may result in processing delays for your license.
*	List days and hours of operation	Type days and hours of business operation.
*	Name of company and addresses of all stops	Type your answer.
	Map or drawing of proposed location and structures attached?	As available, attach a document below depicting attached location and structures.

R	Field	Description
	Written consent or property owner or person in control of location attached?	As available, attach a document below.
*	Is business being conducted out of a motor vehicle?	From the drop-down list, select an answer.
	Proof of insurance attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Copy of Registration attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Copy of Driver's License attached?	If document is attached, click the check box. Important: If not attached, there may be delay in processing time.
	Purchase Price	Type the purchase price, for example 35000. <i>Note:</i> Commas are generated once you click outside the field.
	Acquisition Date	Click on the calendar and select the date you acquired the business.

Park Vending

Provide the following information to obtain your license.

R	Field	Description
*	Will you be vending in a park or recreation facility?	Select an answer.
*	Do you plan to use the electricity at Bison Ridge?	Select an answer. Electricity is only available at Bison Ridge Recreation Center, in designated areas. A separate fee will be charged for electric hookup at Bison Ridge. You must provide your own electricity at all other city parks.
*	Have you provided (1) General Liability Insurance and (2) Certificate of Insurance?	If you will attach, select PROVIDED , otherwise leave blank. All vendors must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,040,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.
*	Have you provided Automobile Liability?	All vendors must provide: Automobile Liability (owned, non-owned, hired) Amount to be determined by City Risk Manager. It is not uncommon for the City to ask for \$1,040,000 per vehicle. Amount depends on circumstances of the event, vehicles listed, and information listed on this application form.

R	Field	Description
*	Do you agree to be responsible for any damage or injury caused by your vending operations on City property?	<p>Check Yes to agree to be responsible for any damage or injury caused by your vending operations on City property.</p> <p>You and your entity agree to indemnify and hold harmless the City, it's officers, employees, and agents, from and against all claims, demands, or damages arising out of the applicant's exercise of this license.</p>

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

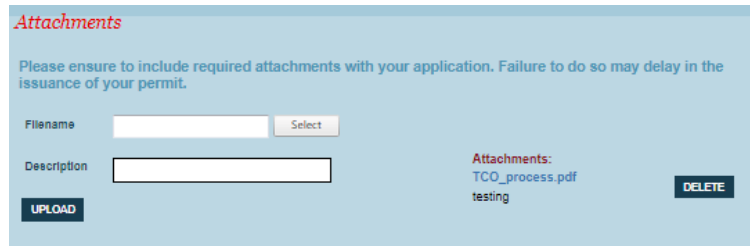
- a. Click **Select** and locate the appropriate file.
The Description field displays.
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted.

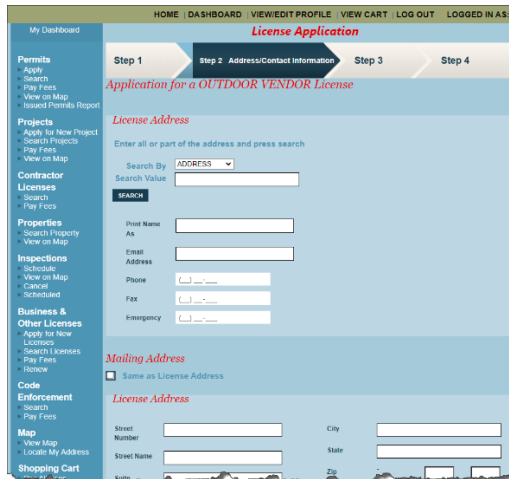
Note: Attachments become the property of Commerce City.

- d. Click **Accept**.
The system displays the file as uploaded.



- e. As needed, upload additional files.

- Click **Next Step**.
The Step 2 Address/Contact Information screen displays.



- Complete the following sections of the screen, dependent on your License selections.
EXAMPLE: In this example I chose Outdoor Vending License.

License Address

Important: If you are located in Commerce City, complete this field.

Important: If you are an Out-of-city business, you do not need a business license. Please fill out an out of city sales tax license at [Business Licenses | City of Commerce City, CO \(c3gov.com\)](https://www.commercecityco.gov/licenses) and scroll down to section titled **“For businesses located outside of Commerce City Limits.”**

- In the **Search By** field, From the drop-down list, select **Address**.
- In the **Search Value** field, type a partial to full address and click **Search**.

The system retrieves results matching characters types.

- Select appropriate selection.

The system displays the full address for your selection, for example

172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

- Complete the following fields:

Field	Description
Print Name As	Type your full name.
Email Address	Type your email address.
Phone	Type your phone number in xxxxxxxxxx format. Dashes are inserted automatically.
Fax	Type your fax number in xxxxxxxxxx format. Dashes are inserted automatically.
Emergency	Type your emergency phone number in xxxxxxxxxx format. Dashes are inserted automatically.

- e. If the **Mailing Address** is the same as the **License Address**, check the checkbox. If you are not located in Commerce City, do not check.
- f. For the **License Address**, enter the appropriate fields as displayed.

Important: If you *are not* located in Commerce City, ensure you complete this section, so we can reach you via mail.

- g. Enter information for contacts as needed:

Note: If your Mailing Address is the same as the License Address, check the check box.

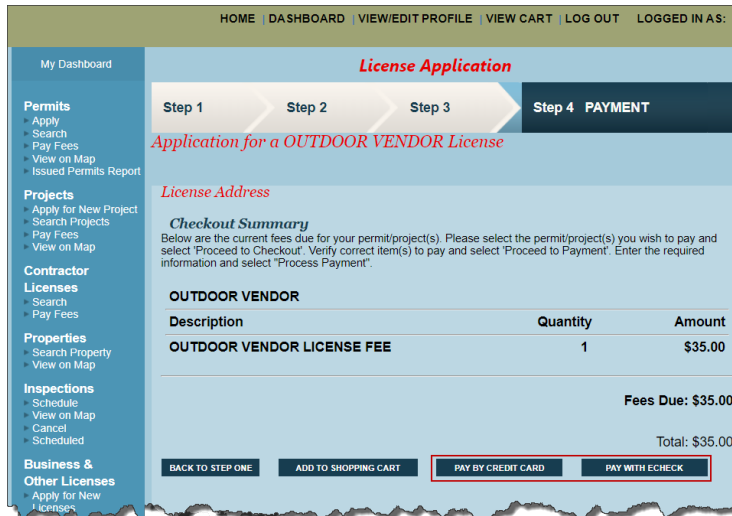
R	Field
	License Address
	Applicant Information (pre-populated and changeable)
	Owner Information
	Tax Contact Information
	Emergency Contact Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



- Review and edit as needed information as needed, and then click **Next Step**.
The License Application: Step 4 Payment displays.



- Pay your fees. Click **Pay by Credit Card or Pay with ECheck** and follow the prompts to pay your bill.

Important: This fee is non-refundable.

Once completed, you are returned to the Step 4 Payment screen.

- To view the license, click **View License**.

The License Description tabs display.

The tabs summarize the content on the requested license:

Note: The depicted information can change based on other activity happening on this license, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description
License Info	License No: SBL22-0013 Licensee Name: Sydney's Hot Dogs Type: OUTDOOR VENDOR SubType: Do not use: ●●●●●●●● Status: Paid Online Issued: License Expire: Applied: 8/30/2022 Attachments: TCO_Extension_process.pdf	The License Number assigned and the summary of the license.
Additional Info	Print Name As: BB Address1: 1501 Dandelion Street Address2: City: Littleton State: CO Zip: 80120 Phone: (666) 666-6666 Fax: E-Mail: 1 GROSS RCPTS	Information which was entered for the license.

Tab	Content	Content Description								
Site Info	<p>Address: 10088 PITKIN WAY 🌐</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type ADDRESS</p> <p>APN: 172318218010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Twp-Rng: 18 2S 66W</p> <p>Lot Size (\$F): 7793.83620852</p>	Address and site details.								
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1501 West Long Ave</td> <td>Littleton, CO 80120 - 8054</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8054	Contact Information added for the license.
Contact Type	Name	Address	City/State/Zip							
APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8054							

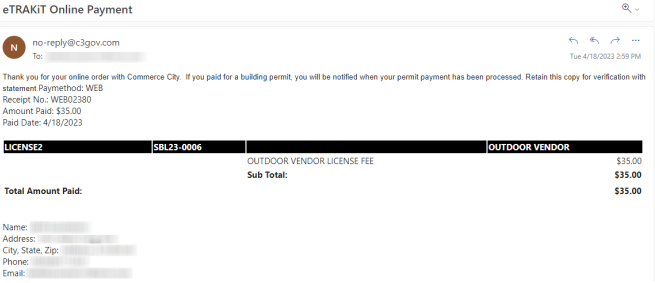
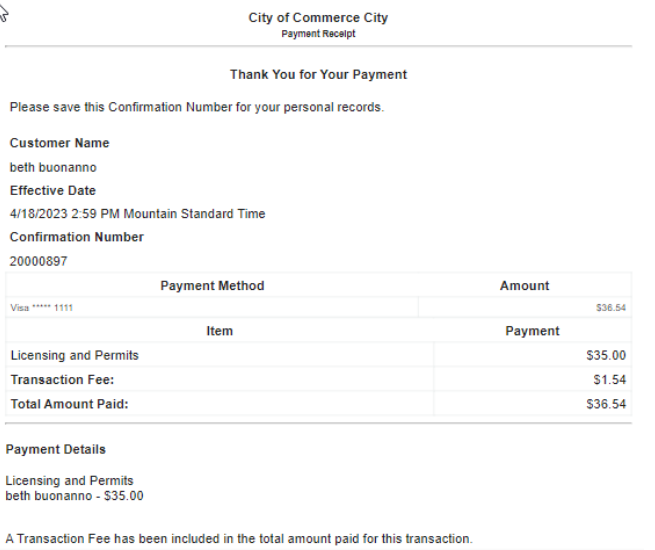
6.2 License Notification Process

Once you submit your license request, the license goes through a review process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

These communications are EXAMPLES ONLY.

Permit Status	System Action	Action you should take
Paid Online	<p>Once you make a payment, you should receive a similar email based on cost of license:</p> <p>EXAMPLE for: Business License</p>  <p>Payment Receipt</p> <p>EXAMPLE for: Business License</p> 	Optionally, check on your application.

7 New Project Applications

7.1 Requesting a New Development Project

Use the instructions below to apply for any of the following projects:

To request a new project:

1. Navigate to the eTRAKiT home page, and click **Login**.

Your dashboard of current activities displays.

The screenshot shows the user's dashboard with a navigation menu on the left and a main content area. The navigation menu includes sections for Permits, Projects, Contractor Licenses, Properties, and Inspections. The 'Projects' section is highlighted with a red box, and the 'Apply for New Project' link is visible. The main content area displays a greeting, a summary of active permits, and a table of active inspections.

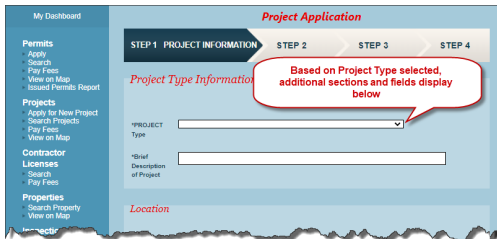
PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP
CIP23-00002	COMMERCE...	CAPITAL IMPROVEMENTS PROJECT PERMIT			\$2025.00		
DIP23-00008	LABCO RESU...	DEVELOPMENT INFRASTRUCTURE PERMIT	UNDER REVIEW		\$0.00		

2. On left navigation bar under the Projects heading, click **Apply for New Project**.

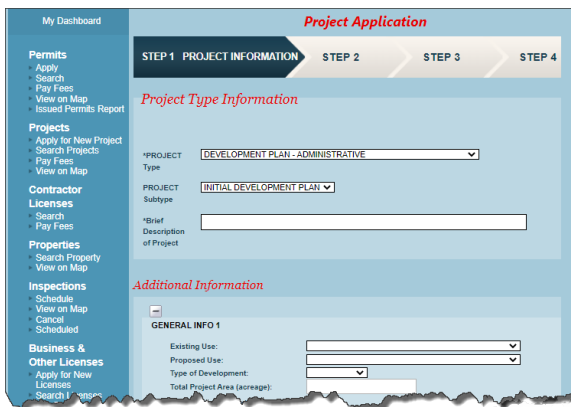
The Project Application Confirmation screen displays.

The screenshot shows the 'Project Application Confirmation' screen. It features a heading, a 'Need Help?' link, a paragraph of legal text, and two radio button options: 'I Agree' and 'I Disagree'. A 'CONTINUE' button is located at the bottom of the screen.

- Click **I Agree**, and then click **Continue**.
The Step 1: Project Information screen displays.



- Complete the following sections of the screen, dependent on your Project selections.
EXAMPLE: Illustrations and fields depict Development Plan – Administrative and accepted default Project Subtype of Initial Development Plan.



Project Type Information

* Required

R	Field	Description
*	PROJECT Type	From the drop-down list, select Project Type.
	PROJECT Subtype	Depending on the Type chosen, a Subtype may be auto selected, but you may change the auto-selection. <i>Note:</i> If you change the Subtype, the screen contents may change to accommodate the appropriate fields.
*	Brief Description of Project	Type a brief description to clarify the project intent—for example Development Plan for 5,000 square foot office building.

Additional Information

General Info 1


R	Field	Description
	Existing Use	From the drop-down list, select the current use of the area.
	Proposed Use	From the drop-down list, select the proposed use for the area.
	Type of Development	From the drop-down list, select the type of development for the project.
	Total Project Area (acreage)	Type the number of acres, for example 10. <i>Note:</i> Include decimals if applicable.
	Does this project include demolition activities?	From the drop-down list, select an answer.
	Does this project include tree removal?	From the drop-down list, select an answer.
	PIN(s) for Subject Properties	List all applicable parcel no.'s for the project (12 digits). Parcel no.'s may be found by utilizing the city's iterative property lookup feature: https://www.c3gov.com/living-in/maps
	Zoning Designation of Project Area	From the drop-down list, select the Zoning Designation.
	Is this application being submitted as a result of Code Enforcement action?	From the drop-down list, select an answer.
	Is this an amendment to an existing land use application?	From the drop-down list, select an answer.
	If yes, please provide the project number:	As needed, type a project number.
	Have you uploaded all required attachments?	From the drop-down list, select an answer. For a list of required documents, please reference the applicable facts-to-know: https://www.c3gov.com/doing-business/developing-in-commerce-city

Project Info 1

R	Field	Description
	Number of Lots - Existing	Type the number.
	Number of Lots - Proposed	Type the number.
	Number of Commercial Units - Existing	Type the number.

R	Field	Description
	Number of Commercial Units - Proposed	Type the number.
	Number of Residential Units - Existing	Type the number.
	Number of Residential Units – Proposed	Type the number.
	Non-Residential Building Floor Area – Existing (s.f.)	Type the number.
	Non-Residential Building Floor Area – Proposed (s.f.)	Type the number.
	Impervious Surface Area – Existing (s.f.)	Type the number.
	Impervious Surface Area – Proposed (s.f.)	Type the number.
	Total Disturbed Area (s.f.)	Type the number.

GENERAL INFO 2

R	Field	Description
	Has a Concept Plan or Concept Schematic been submitted?	From the drop-down list, select an answer.
	Date Completed:	Click the Calendar  icon, and select the applicable date.
	If applicable, please provide the name of PUD associated with this project:	Type the name of PUD.
	Is this application associated with an annexation?	From the drop-down list, select an answer.
	Are there separate Design Standards being submitted with this application?	Select an answer.
	Is this application for a condition renewal?	Select an answer.
	Severed Mineral Rights?	Select an answer.

Location *

- a. In the **Search By** field, From the drop-down list, select **Parcel ID**. If you do not know your Parcel ID, search by address only.

To find the parcel ID, please use the city’s interactive property lookup and search by the address (<https://www.c3gov.com/living-in/maps>)

- b. In the **Search Value** field, type a partial to full address and click **Search**.

The system retrieves results matching characters types by parcel and address. The selection of address or parcel is not relevant to your permit application; you may choose either.

Common street abbreviations (do not include period) are St, Dr. Ave to name a few.

- c. Select appropriate selection.

The system displays the full address for your selection, for example

182309201005

7887 E 60th Ave

Commerce City, Co 80022

Your Relation to this Project

If you are the **Property Owner**, check the checkbox. Otherwise leave blank.

Attachments

Prior to applying, include all required items. Failure to do so may delay the review of your project.

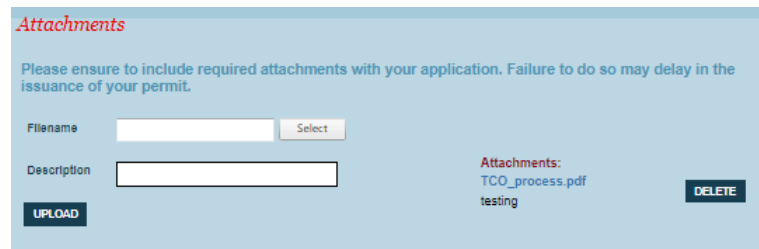
- a. Click **Select** and locate the appropriate file.
Note: You may upload more than one file at a time.
- b. Provide a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.



Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename:

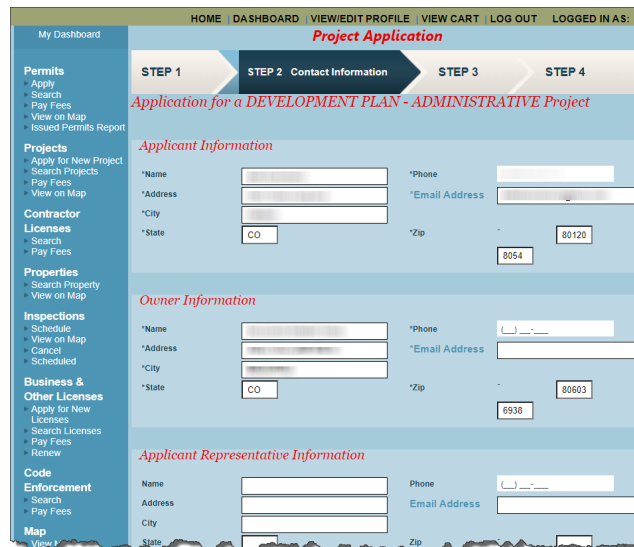
Description:

Attachments:
TCO_process.pdf
testing

- e. As needed, upload additional files and repeat steps a - d.

5. Click **Next Step**.

The Step 2: Contact Information screen displays.



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

Project Application

STEP 1 | **STEP 2 Contact Information** | STEP 3 | STEP 4

Application for a **DEVELOPMENT PLAN - ADMINISTRATIVE Project**

Applicant Information

*Name: *Phone:
 *Address: *Email Address:
 *City:
 *State: *Zip:

Owner Information

*Name: *Phone:
 *Address: *Email Address:
 *City:
 *State: *Zip:

Applicant Representative Information

Name: Phone:
 Address: Email Address:
 City:
 State: Zip:

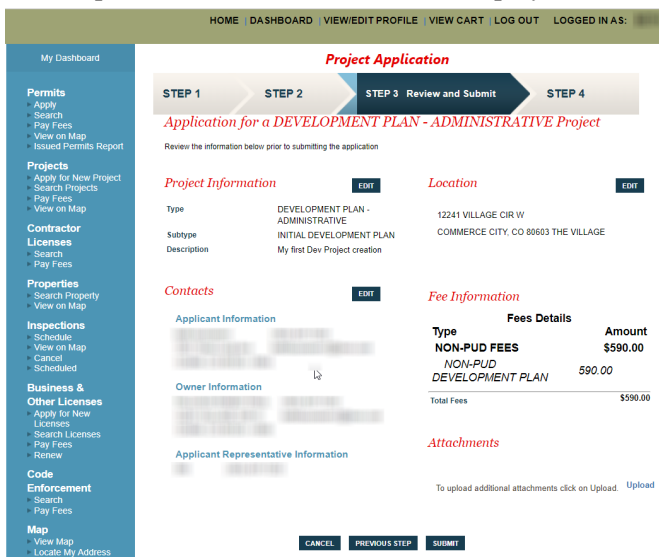
- a. Enter information for the required contact types, and enter optional contact types as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and can be changed)
*	Owner Information (prepopulated and can be changed)
	Contractor Information (if displayed, prepopulated and not changeable)
	Applicant Representative Information

6. Click **Next Step**.

The Step 3 Review and Submit screen displays.



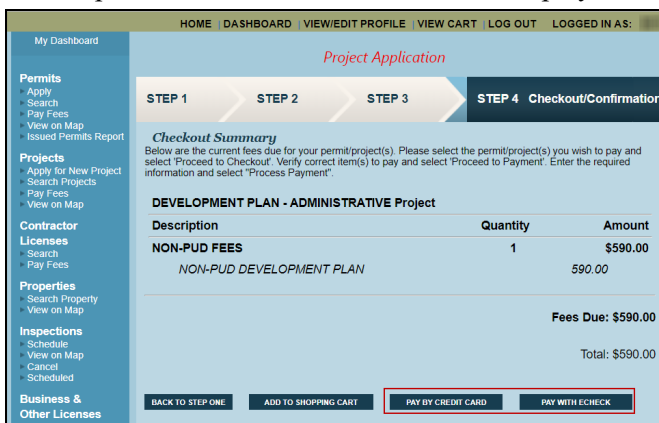
The screenshot shows the 'Project Application' interface at Step 3, 'Review and Submit'. The progress bar indicates Step 3 is active. The application is for a 'DEVELOPMENT PLAN - ADMINISTRATIVE Project' at 12241 VILLAGE CIR W, COMMERCE CITY, CO 80603 THE VILLAGE. The project type is 'DEVELOPMENT PLAN - ADMINISTRATIVE' and the subtype is 'INITIAL DEVELOPMENT PLAN'. The description is 'My first Dev Project creation'. There are sections for 'Contacts', 'Fee Information', and 'Attachments'. The 'Fee Information' table shows:

Type	Amount
NON-PUD FEES	\$590.00
NON-PUD DEVELOPMENT PLAN	590.00
Total Fees	\$590.00

Buttons for 'CANCEL', 'PREVIOUS STEP', and 'SUBMIT' are visible at the bottom.

7. Review and update information as needed, then click **Submit**.

The Step 4 Checkout/Confirmation screen displays.



The screenshot shows the 'Project Application' interface at Step 4, 'Checkout/Confirmation'. The progress bar indicates Step 4 is active. The 'Checkout Summary' section displays the following table:

Description	Quantity	Amount
NON-PUD FEES	1	\$590.00
NON-PUD DEVELOPMENT PLAN		590.00
Fees Due: \$590.00		
		Total: \$590.00

Buttons for 'BACK TO STEP ONE', 'ADD TO SHOPPING CART', 'PAY BY CREDIT CARD', and 'PAY WITH ECHECK' are visible at the bottom.

8. If you are submitting for multiple applications, click **Add to Shopping Cart**. Then click **Apply for New Project** on the left-hand side, and begin the process again. Otherwise, go to next step.

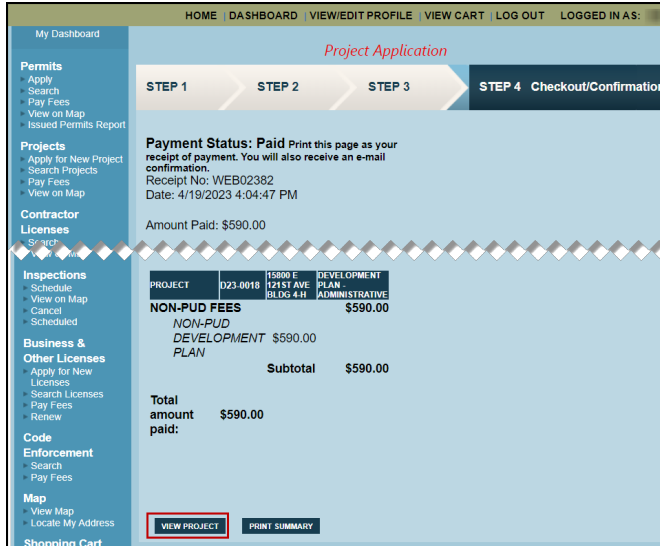
9. Once all applications are complete, to pay fees, click your desired payment option.

a. Enter **Payment Information**, and click **Next Step: Review Payment**.

The Review Payment screen displays.

b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

Once payment is received, you are returned to the Step 4: Checkout/Confirmation screen.



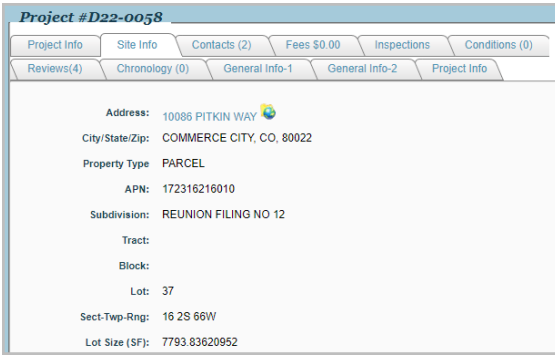
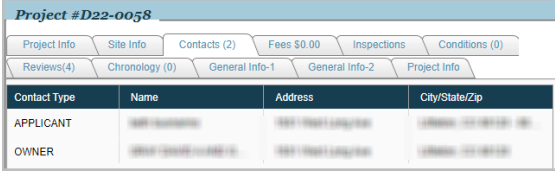
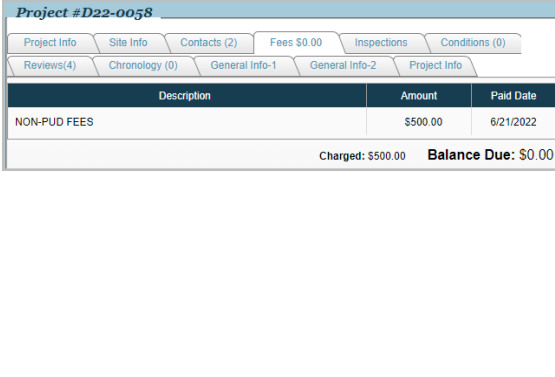
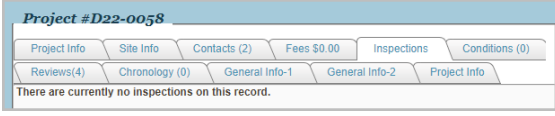
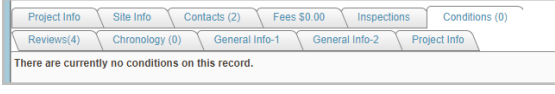
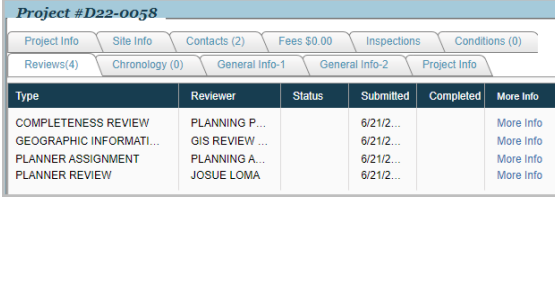
10. To view the project, click **View Project**.

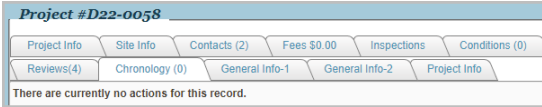
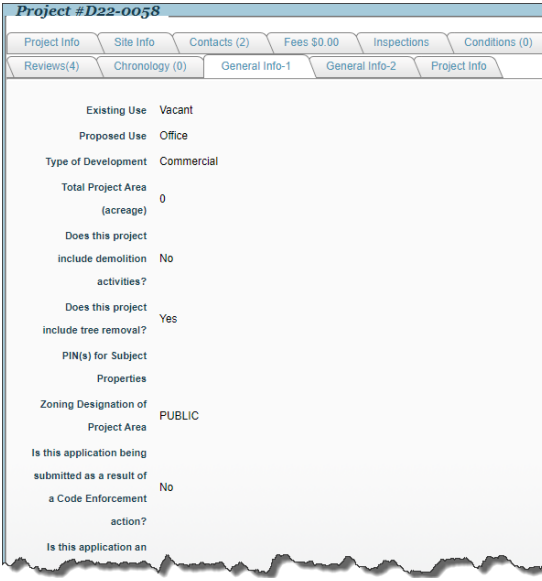
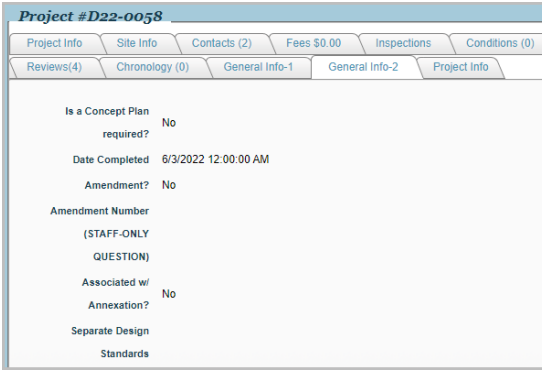

The Project Description tabs display.

The tabs summarize the content on the requested project.

Note: The depicted information can change based on other activity happening on this project, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

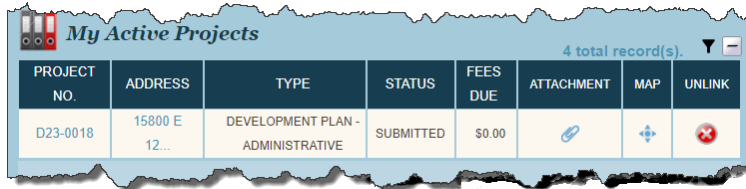
Tab	Content	Notes
Project Info		Any attachments uploaded to this project are displayed.

Tab	Content	Notes
Site Info		Information about the site is listed here.
Contacts		A list of contacts on the application are displayed here.
Fees		<p>At multiple points in the project creation, you can pay fees. This tab contains a link to pay fees.</p> <p>All project fees are collected at the submission of your application and this page will show a balance of \$0.00.</p> <p>If new fees are assessed, you may make payments through this tab.</p>
Inspections		This tab is not used for Planning.
Conditions		If there are conditions to the approval of your project, they will be shown here.
Reviews		<p>Reviews generated for your project are listed here.</p> <p>If a review is not approved, you are provided a link titled Respond in the More Info column.</p> <p>You cannot advance the project until you've responded to all failed reviews.</p>




Tab	Content	Notes
Chronology		If your project requires a public hearing, important dates are listed here.
General Info 1		Details provided in the general information section of the application are listed here.
General Info 2		Additional General information entered into this Project request.
Project Info 1		Details provided in the project information section of this application are listed here.

On the **My Dashboard** page, your active Project is listed with a status of **Submitted**, as shown below.

Note: As requests are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows a dashboard titled "My Active Projects" with a sub-header "4 total record(s)". Below the header is a table with the following data:

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	MAP	UNLINK
D23-0018	15800 E 12...	DEVELOPMENT PLAN - ADMINISTRATIVE	SUBMITTED	\$0.00			

- To monitor the review and approval process, refer to [Section 7.2 Project's Review & Approval Process](#).

7.2 Project's Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email. The email will provide specific details regarding the status of the application. If you have questions, please reach out to your assigned planner or cdplanner@c3gov.com.

8 Paying Code Enforcement Fines/Fees

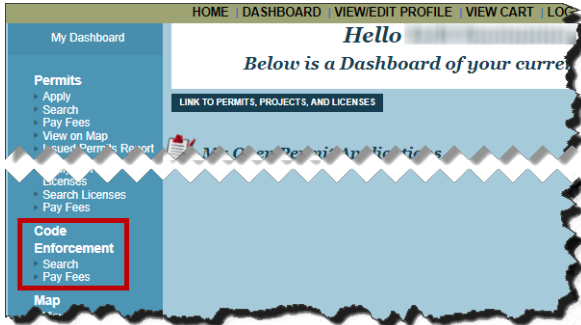
If you are assessed a Code Enforcement fine/fee, pay your fee in the eTRAKiT system.

1. Create an account in eTRAKiT system. Refer to Section [1.1.1 Setting Up an Account](#).

Note: If you already have an account, then login to the system. Refer to [1.1.3 Logging in Moving Forward](#).

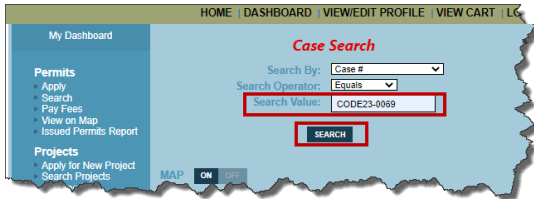
You are logged in and your eTRAKiT dashboard displays.

Your Dashboard may look different depending on any permit/license activity.



2. On the left navigation bar, under **Code Enforcement** click **Search**.

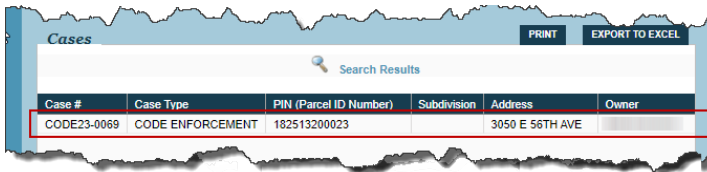
The Search screen displays.



On the notification letter you received from the City, a record number is listed—for example CODE23-0069.

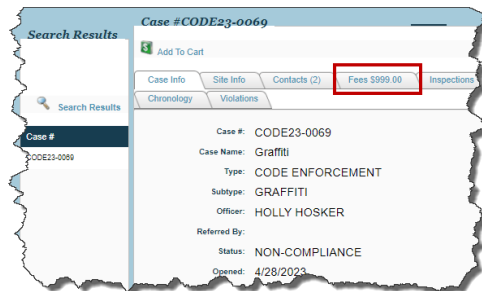
3. Type the record number in the **Search Value** field and click **Search**.

Your Case displays.



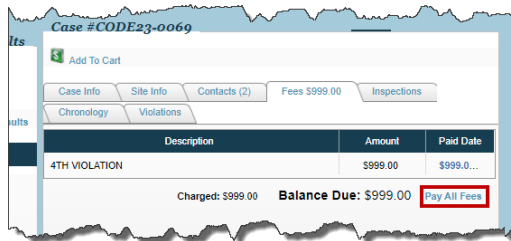
4. Single-click on the **Case #**.

The Case opens.



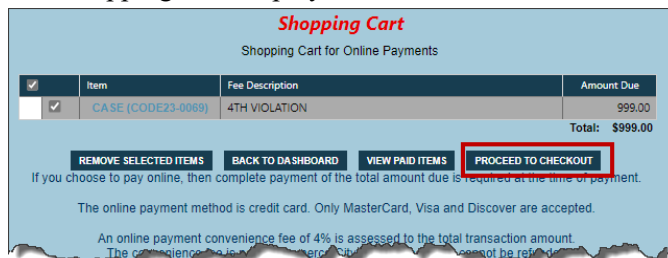
- Click the **Fees** tab.

The Violation description displays



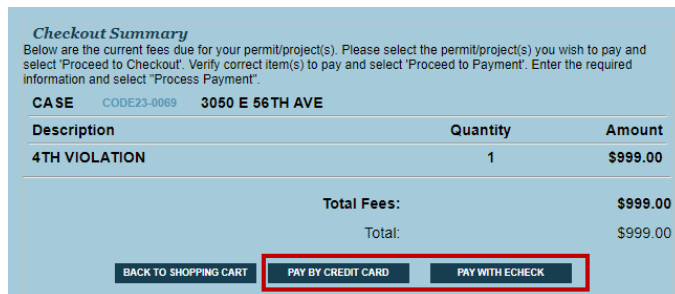
- Click **Pay All Fees**.

The Shopping Cart displays.



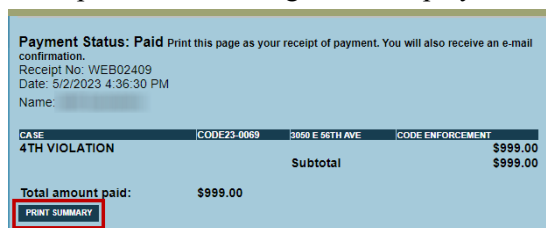
- Click **Proceed to Checkout**.

The Checkout Summary displays.



- Click **Pay by Credit Card** or **Pay with ECheck**, and follow the prompts to pay your assigned fine/fee.

Once paid, the following screen displays.



- To print the page, click **Print Summary**, and initiate print to your printer.

An email is generated and sent to you with a payment receipt.