3 Residential Permit Applications

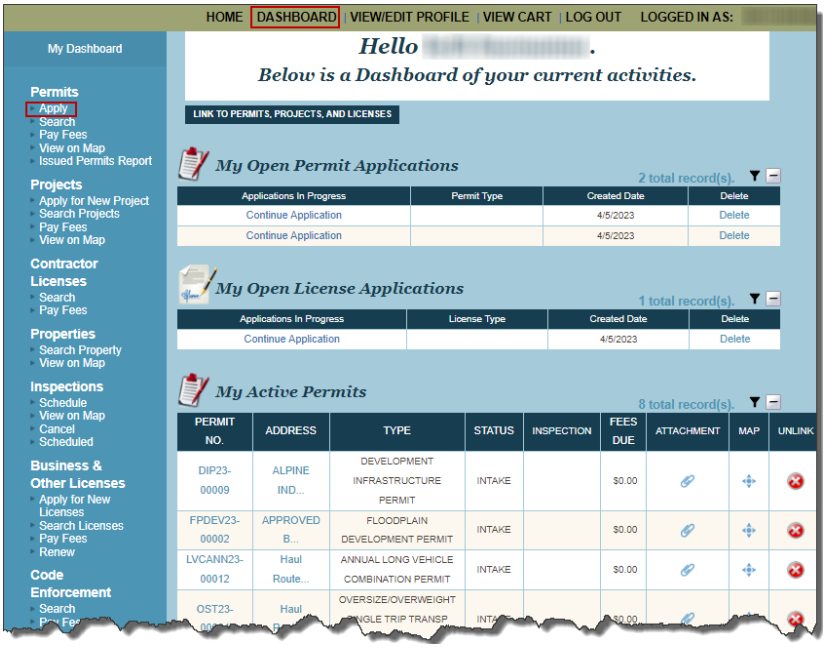
3.1 Applying for a Residential Permit

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.



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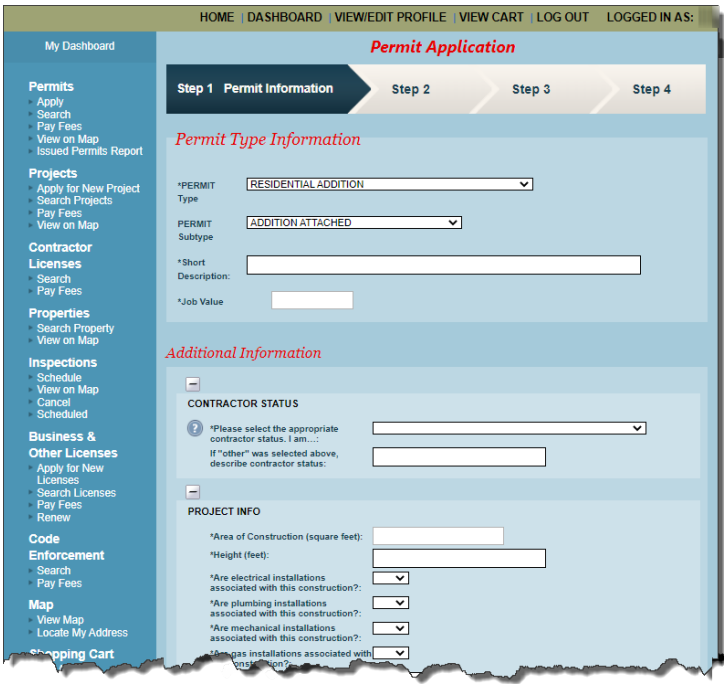
2. Under the **Permits** heading, click **Apply**.
   The Permit Application screen displays.

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



4. 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`

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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…	Make a selection to describe yourself. 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.
	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?	Click **Learn more** below to access the Commerce City Typical Deck Details. If you agree to construct your deck using these pre-engineered plans, you *will not* be required to submit building plans of your own.

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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: - 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.

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b. Enter a **Description** of the file.

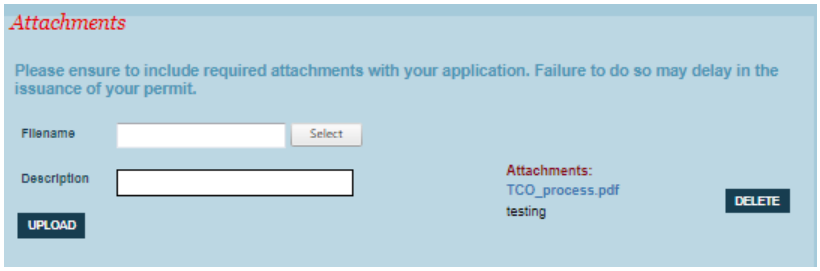
c. Click **Upload**.

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.

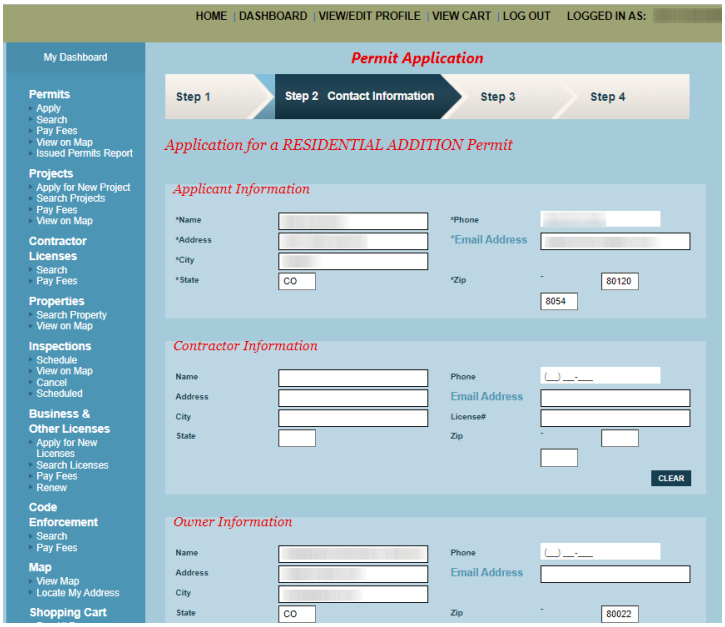


e. As needed, upload additional files.

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.



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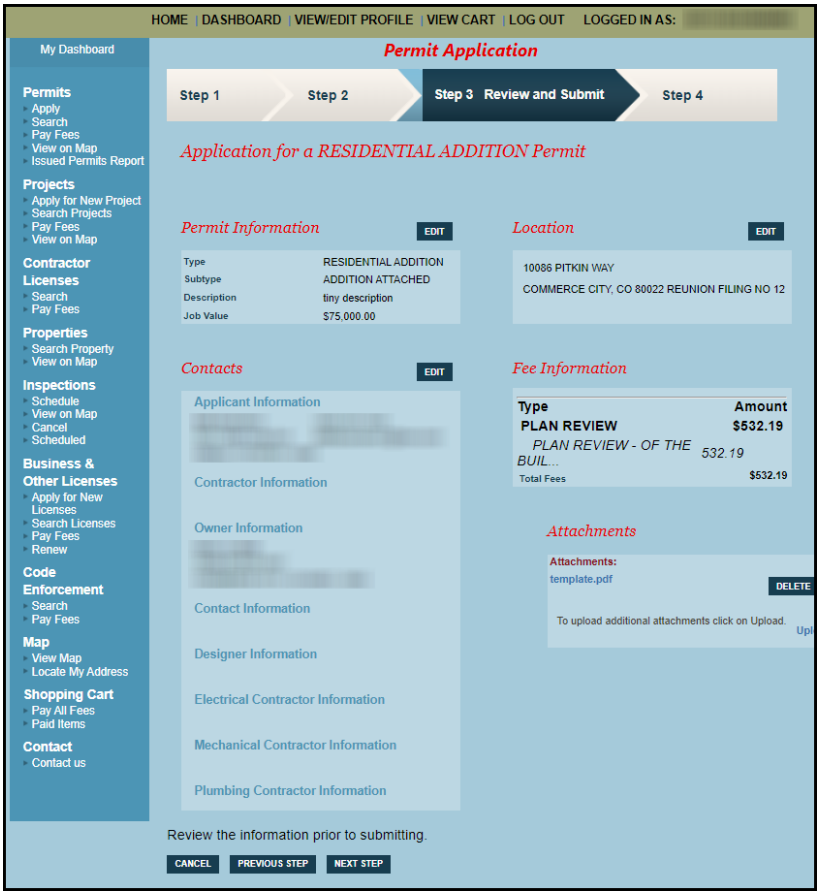
a. Enter information for the * *required* contact types, and enter optional contact types as needed:

* = 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.



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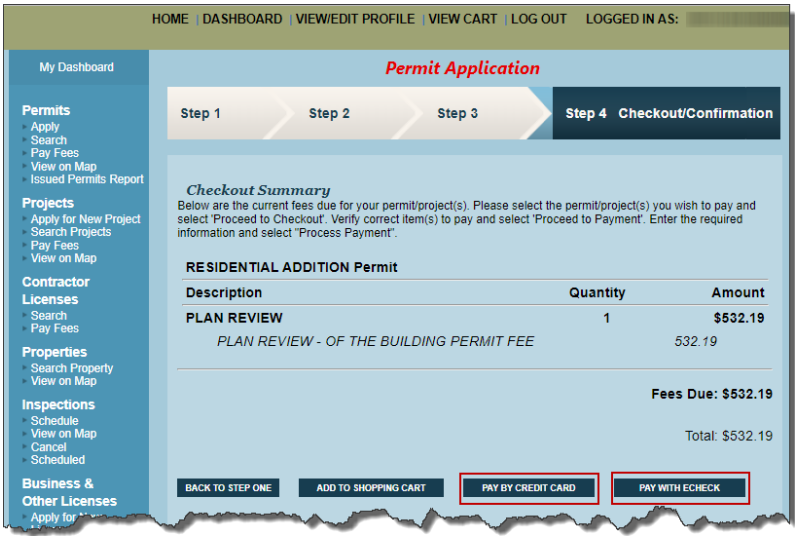
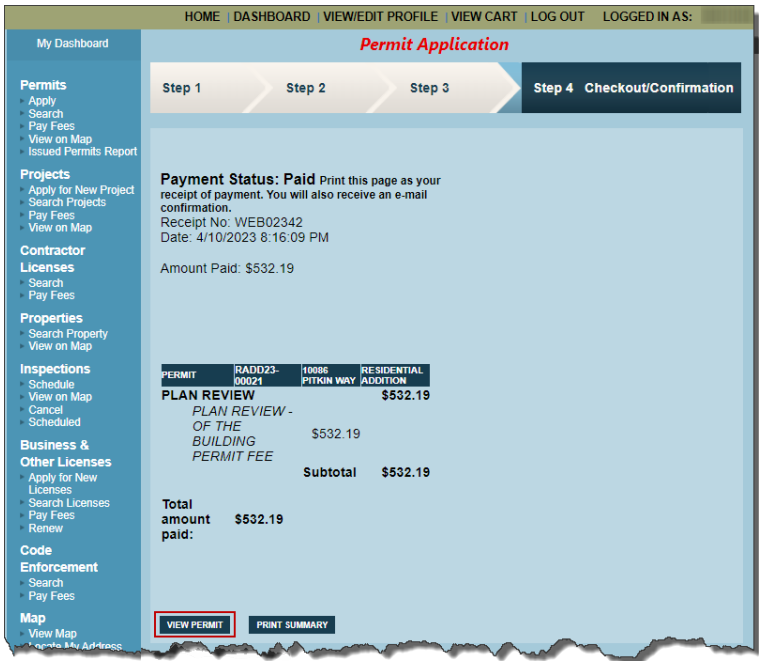
7. Review and edit as needed information as needed, and then click **Next Step**.
   The Permit Application: Step 4 Checkout/Confirmation message displays.



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.



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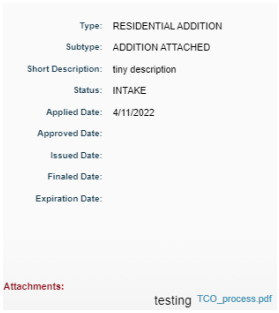
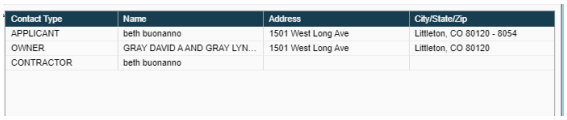
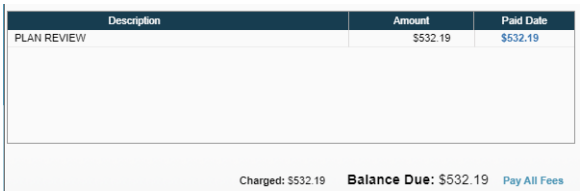
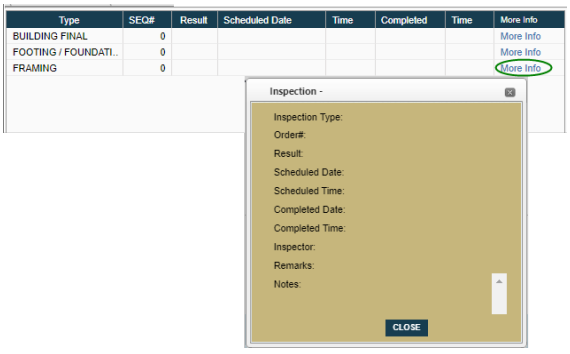
9. To view the permit, click **View Permit**.

   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.

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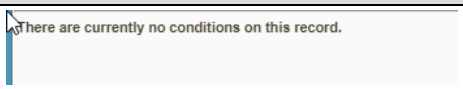
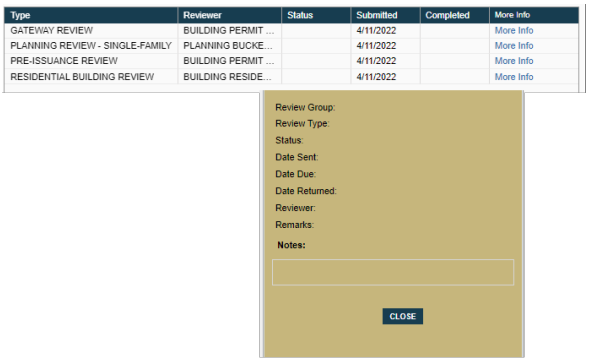
Tab	Content	Content Description
Conditions		If there are conditions to the issuance of your permit, they are shown here.
Reviews		The Gateway Review checks for submission completeness and other administrative requirements. No other review should be conducted until the Gateway Review is approved. If a review *is not* approved, you are provided a link titled **Respond** in the **More Info** column. You cannot advance the permit until you have responded to all failed reviews.
Project Info		

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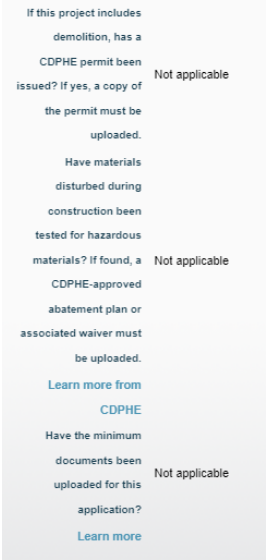
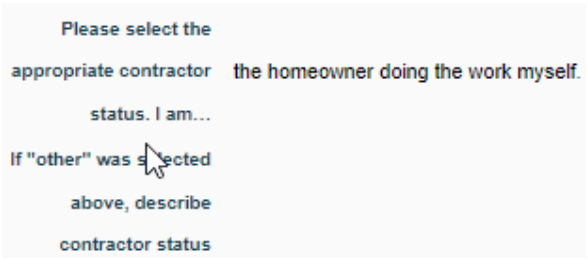
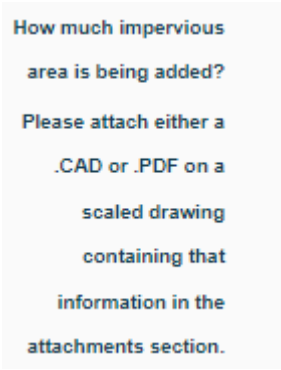
Tab	Content	Content Description
Other Info		
Contractor Status		Describes the person doing the work.
Impervious Area		If an impervious area is added, it is described here.

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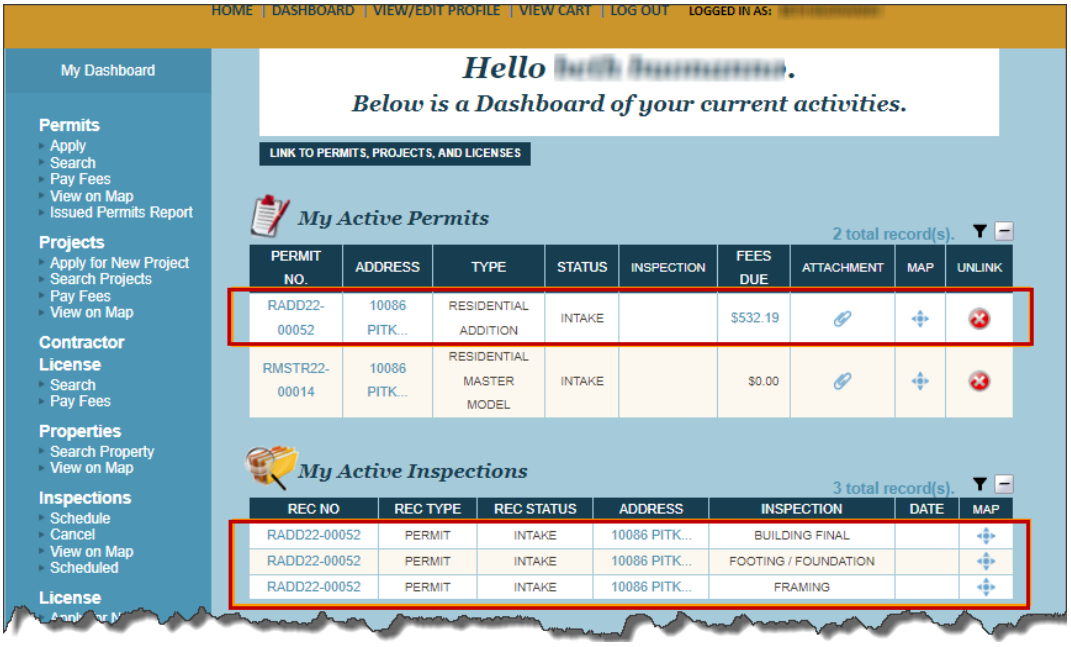
Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

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



10. To monitor the review and approval process, refer to Section 1.4 Residential Permit's Review & Approval Process.

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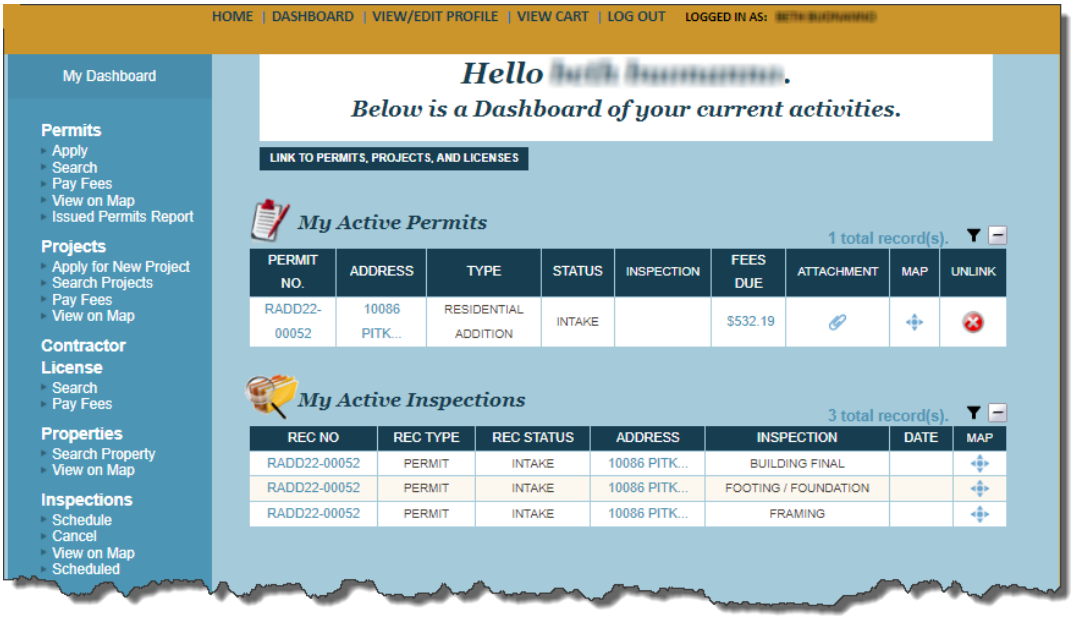
3.2 Applying for Residential Master Model Permit

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.

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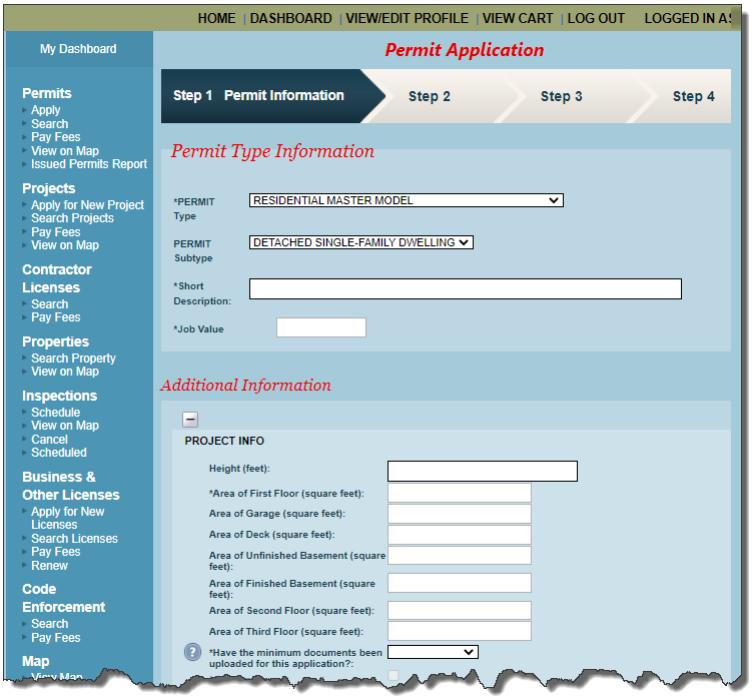
3. Click **I Agree**, and then click **Continue**.
   The Permit Application screen displays.



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

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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?	From the drop-down, select **Yes** only after: - 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 any single-family dwelling from these master model plans that will 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 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.

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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.	Explanation: 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. If you do not know the parcel ID, please contact the Planning Division at 303-227-8777.

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**.

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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.

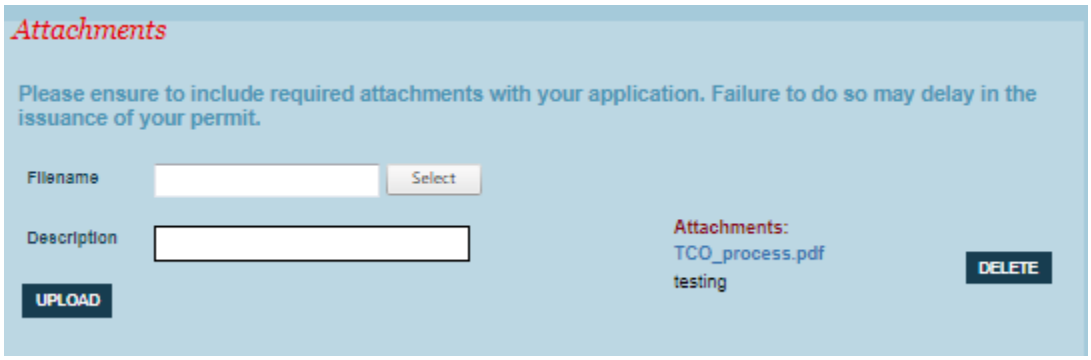
b. Click **Upload**.

   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.



d. As needed, upload additional files.

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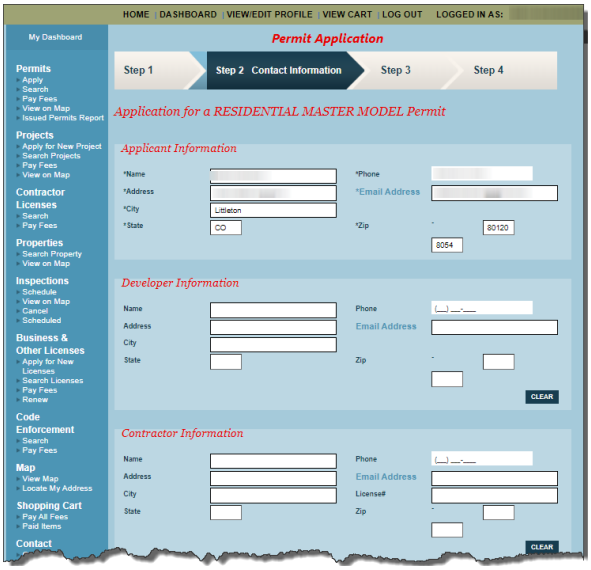
5. Click **Next Step**.

   The Permit Application Step 2: Contact Information screen displays.



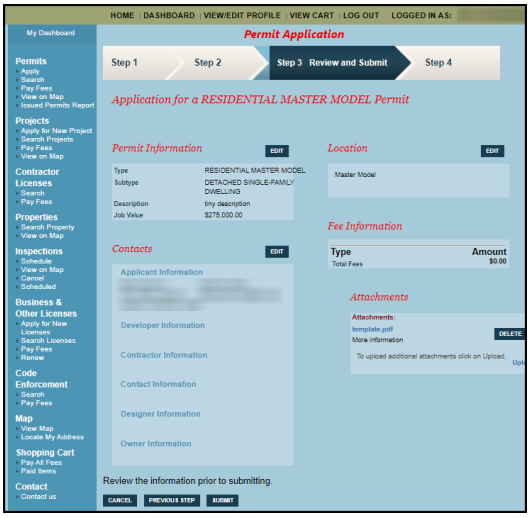
   a. Enter information for * *required* contact types, and for optional contact types as needed:

   * = 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.



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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		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		If inspections are auto-generated, the list is displayed here.
Conditions		If there are conditions to the approval of your master model, they will be shown here.

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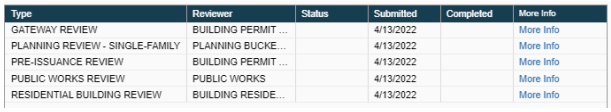
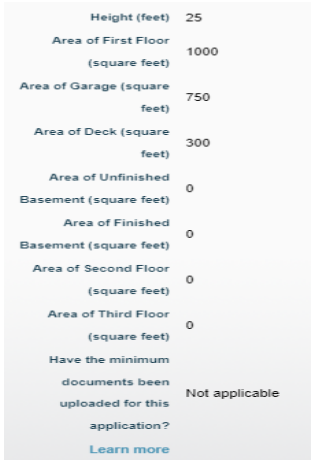
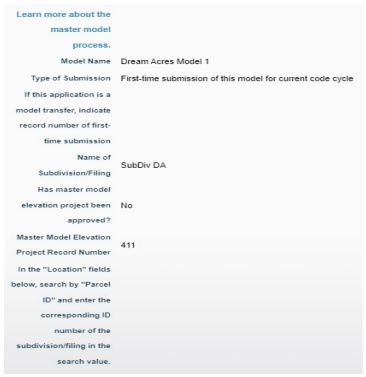
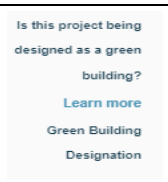
Tab	Content	Content Description
Reviews		The Gateway Review checks for submission completeness and other administrative requirements. **Important:** No other review will be conducted until the Gateway Review is approved. If a review *is not* approved, you will be provided a link titled **Respond** in the **More Info** column. You cannot advance the permit until you've responded to all failed reviews.
Project Info		Information you entered on your application.
Master Model		
Green Building		

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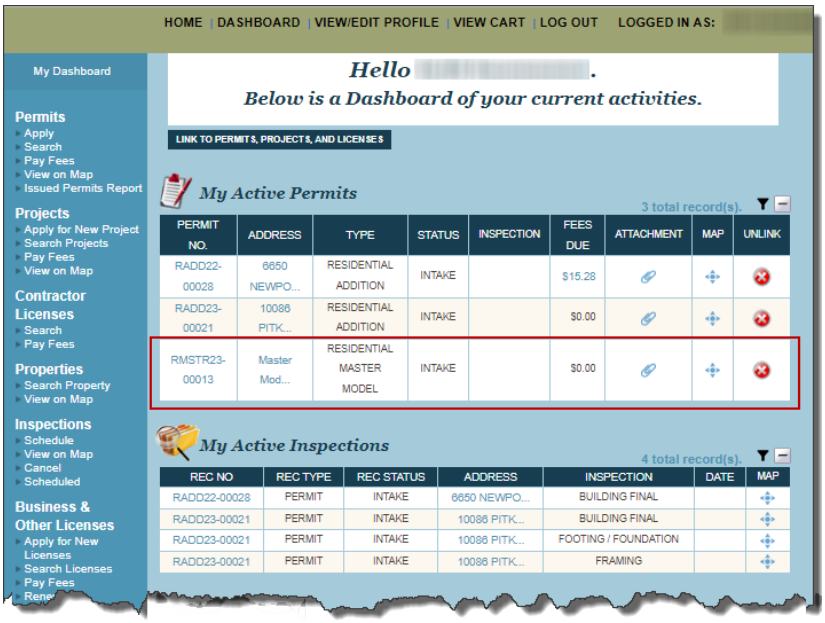
Tab	Content	Content Description
Location Info	In the "Location" search field below, enter "master model" and select the "Master Model - SUBDIVISION" option.	For master models, instructions are provided for address options. In this scenario, the address of Master Model – SUBDIVISION is selected.

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



8. To monitor the review and approval process, refer to Section 1.4 Residential Permit's Review & Approval Process.

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3.3 Applying for Residential NEW 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.

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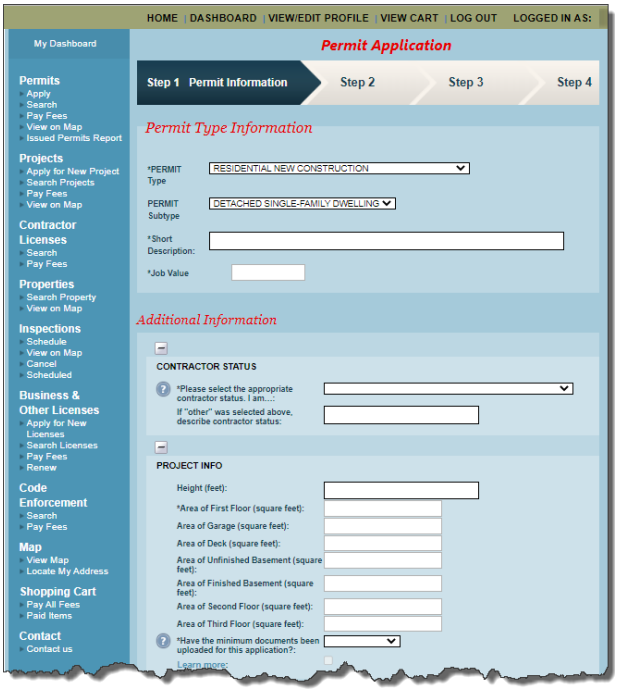
3. Click **I Agree**, and then click **Continue**.

   The Permit Application screen displays.

   The example below depicts:
   PERMIT Type of `Residential New Construction`, and
   PERMIT Subtype of `Detached Single-Family Dwelling.`



4. 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.

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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: - 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.

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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

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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.

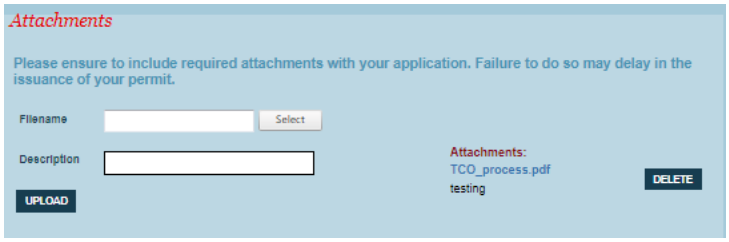
c. Click **Upload**.

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**.

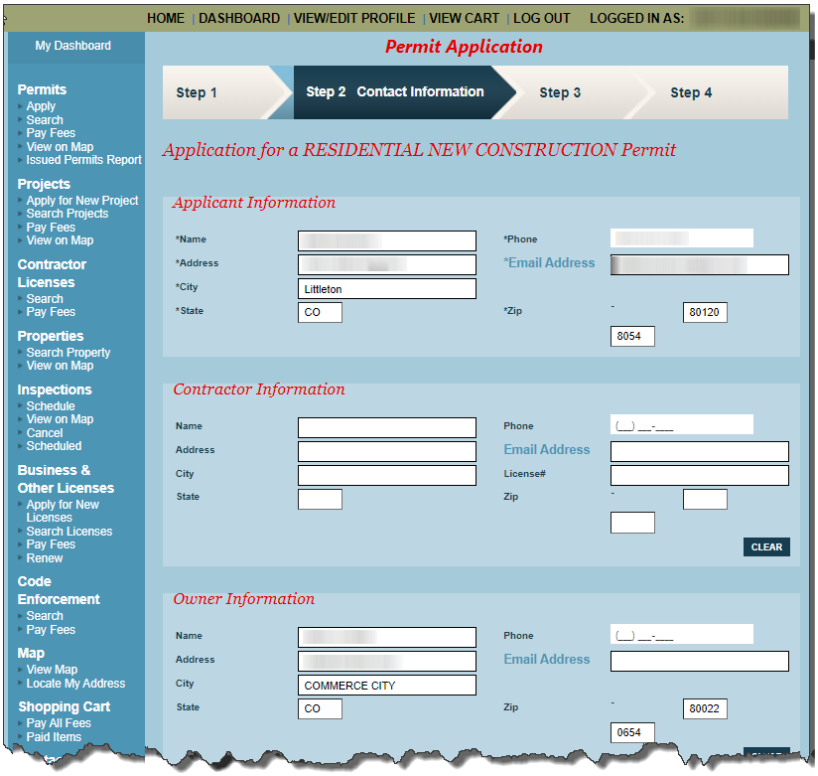
The system displays the file as uploaded.



e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



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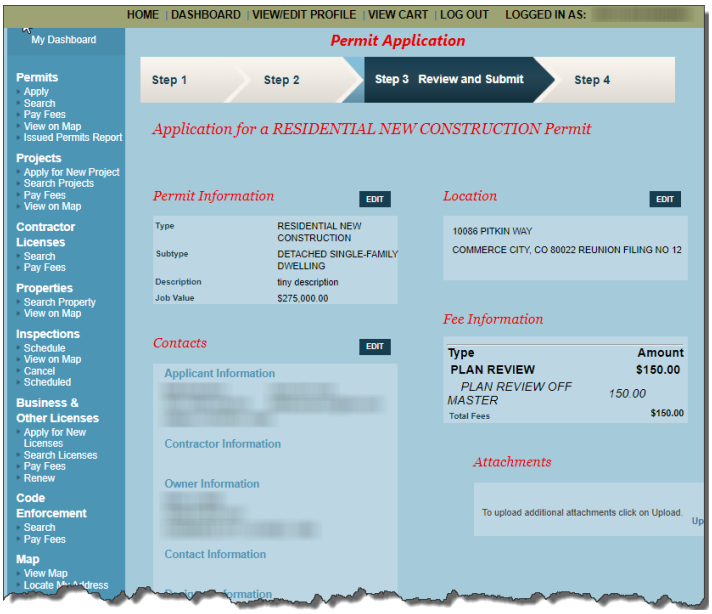
a. Enter information for * *required* contact types, and for optional contact types as needed:

* = 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.



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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.

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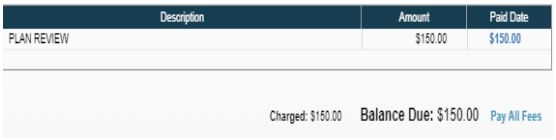
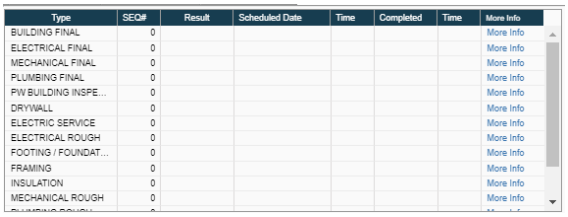
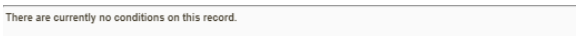
9. To view the permit, click **View Permit**.

   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		Address or Parcel ID of the site and associated lot details.
Contacts		Data input on the Contact Information screen.
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.
Conditions		If there are conditions to the issuance of your permit, they are shown here.

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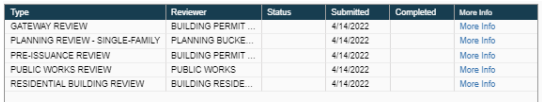
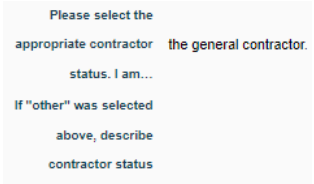
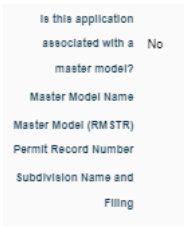
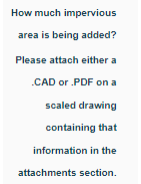
Tab	Content	Content Description
Reviews		The Gateway Review checks for submission completeness and other administrative requirements. **Important:** No other review will be conducted until the Gateway Review is approved. If a review is not approved, you will be provided a link titled **Respond** in the **More Info** column. You cannot advance the permit until you've responded to all failed reviews.
Project Info		
Contractor Status		Description of the applicant.
Master Model		
Impervious Area		If you designated an impervious area, the number and description is denoted here.

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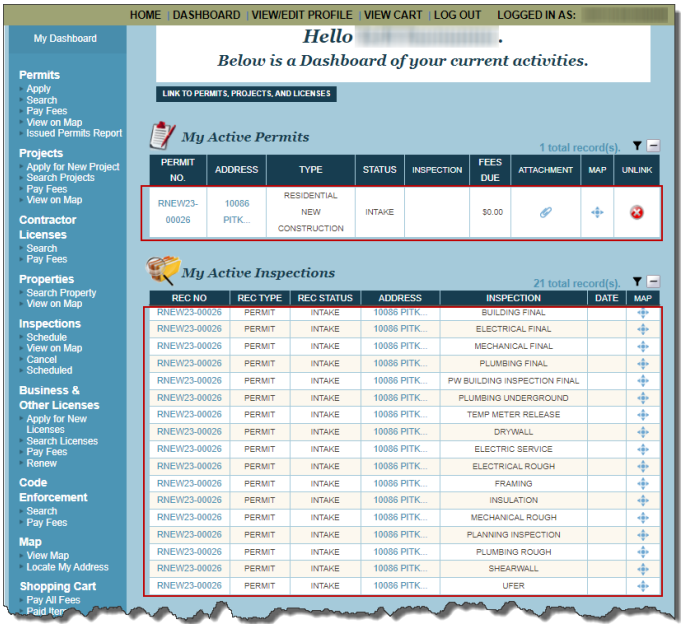
Tab	Content	Content Description
Green Building	Is this project being designed as a green building? No Learn more Green Building Designation	If the building is green, this tab provides information input.

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).



10. To monitor the review and approval process, refer to Section 1.4 Residential Permit's Review & Approval Process.

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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	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: A review for the project identified below was not approved. 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 Log into the Commerce City eTRAKiT portal at the address below to access the plan reviewer's comments. https://comc.stg.csqrcloud.com/community-etrakit/ **This is an automated notification; please to not reply to this email.**	Login into eTRAKiT and provide additional information as required.
Under Review	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: Commerce City Permit RADD22-00052 Under Review Fri 4/15/2022 9:17 AM To: The permit application identified below is now under review for compliance to the applicable codes and ordinances. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description You will receive further notifications as your application progresses. Log into the Commerce City eTRAKiT portal at the address below at any time to check on your application. https://comc.stg.csqrcloud.com/community-etrakit/ eTRAKiT - comc.stg.csqrcloud.com Welcome to eTRAKiT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints. comc.stg.csqrcloud.com **This is an automated notification; please to not reply to this email.**	Optionally, check on your application.

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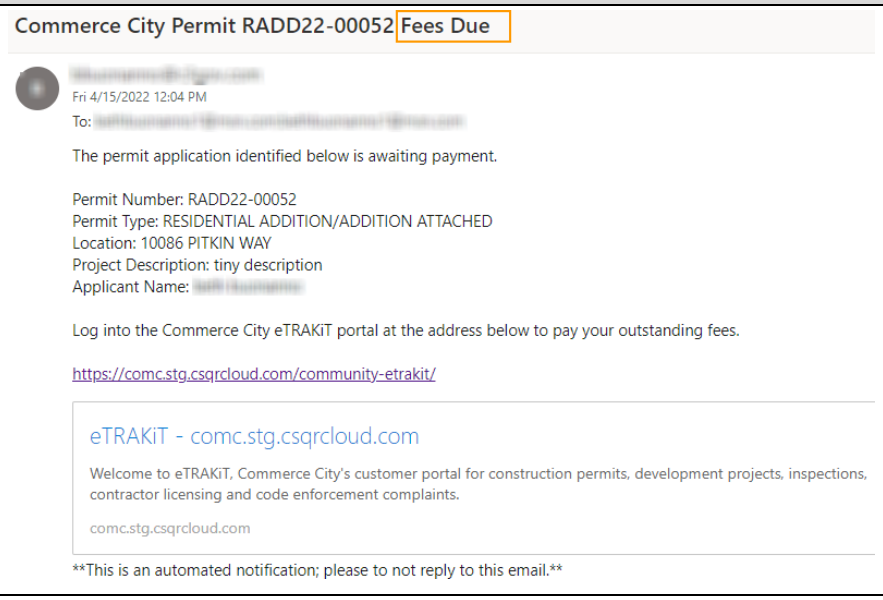
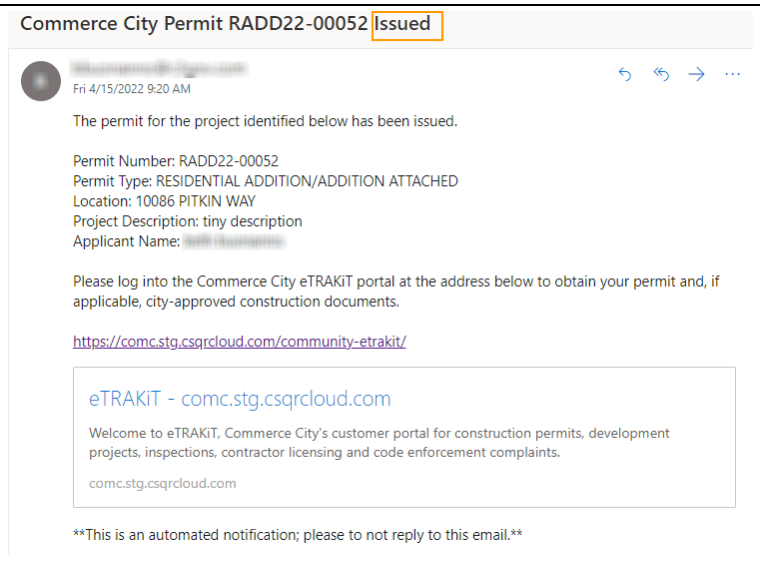
Permit Status	System Action	Action you should take to respond to email
Awaiting Payment		Login to pay outstanding fees.
Issued		Click link to retrieve permit and any city-approved construction documents.

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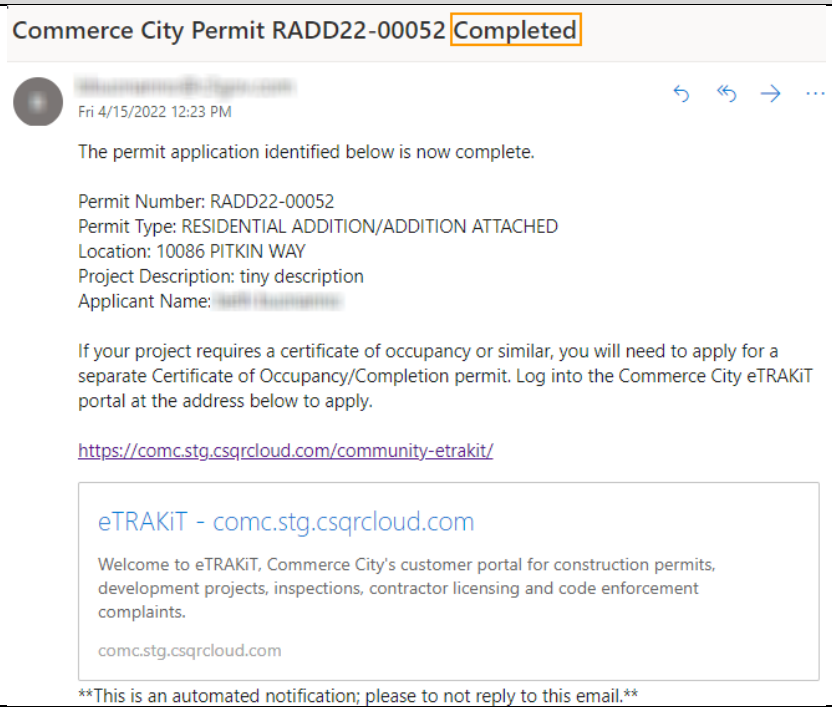
Permit Status	System Action	Action you should take to respond to email
Closed		As needed, apply for a Certificate of Occupancy (COI) permit.

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