

# 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.

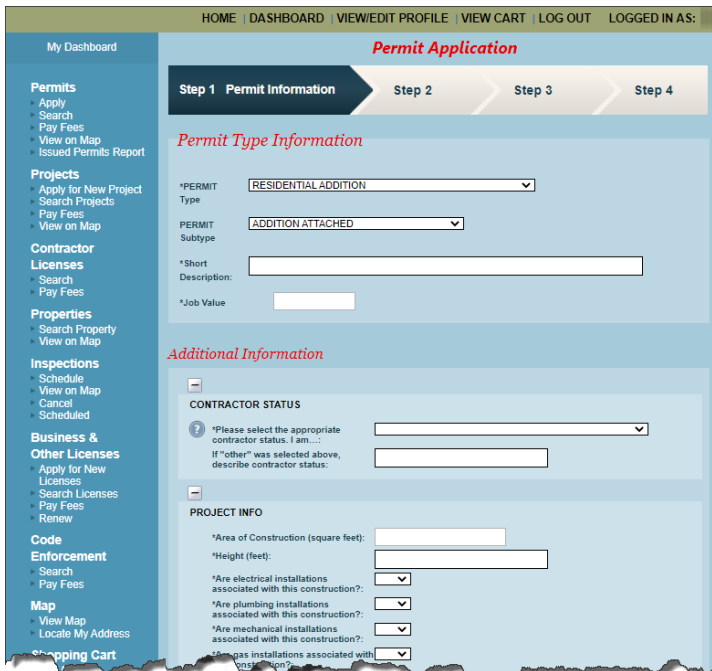
The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The navigation menu includes sections for Permits, Projects, Contractor Licenses, Properties, Inspections, Business & Other Licenses, and Code Enforcement. The main content area displays a greeting, a link 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	<a href="#">Attachment</a>	<a href="#">Map</a>	<a href="#">Unlink</a>
FPDEV23-00002	APPROVED B...	FLOODPLAIN DEVELOPMENT PERMIT	INTAKE		\$0.00	<a href="#">Attachment</a>	<a href="#">Map</a>	<a href="#">Unlink</a>
LVCANN23-00012	Haul Route...	ANNUAL LONG VEHICLE COMBINATION PERMIT	INTAKE		\$0.00	<a href="#">Attachment</a>	<a href="#">Map</a>	<a href="#">Unlink</a>
OST23-00000	Haul R...	OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP...	INTAKE		\$0.00	<a href="#">Attachment</a>	<a href="#">Map</a>	<a href="#">Unlink</a>

- 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 <b>Yes</b> from the drop-down list.
*	Are plumbing installations associated with this construction?	If you're doing any plumbing work with your project, select <b>Yes</b> 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 <b>Yes</b> 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 <b>Yes</b> from the drop-down list.
	If building a deck, will you be using the Commerce City Typical Deck Details?	<p>Click <b>Learn more</b> 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 <b>Yes</b> 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 <b>Yes</b> 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"> <li> You have confirmed your submission package is complete.</li> <li> You are not missing any minimum required documents as listed on the Design Guides &amp; Submission Requirements Web site.</li> </ul> To access Design Guides & Submission Requirements, click the <b>Learn More</b> 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.

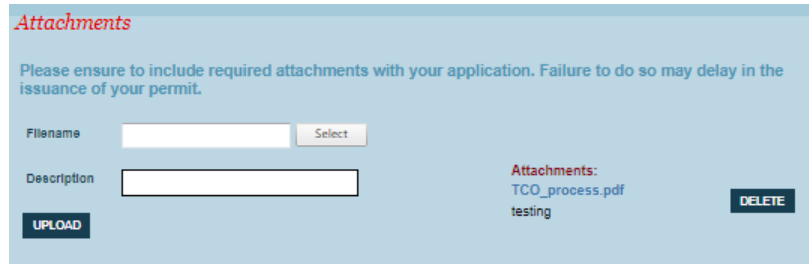
- b. Enter a **Description** of the file.
- c. Click **Upload**.

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.

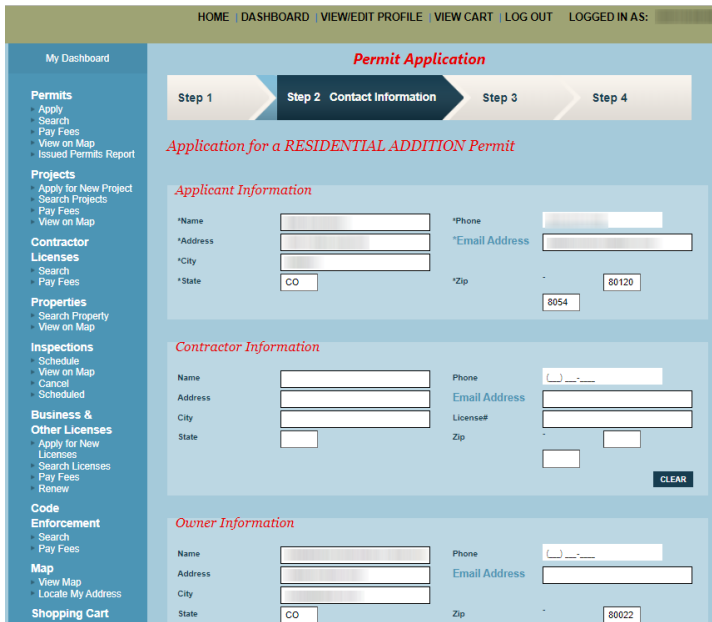


- e. As needed, upload additional files.

*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.



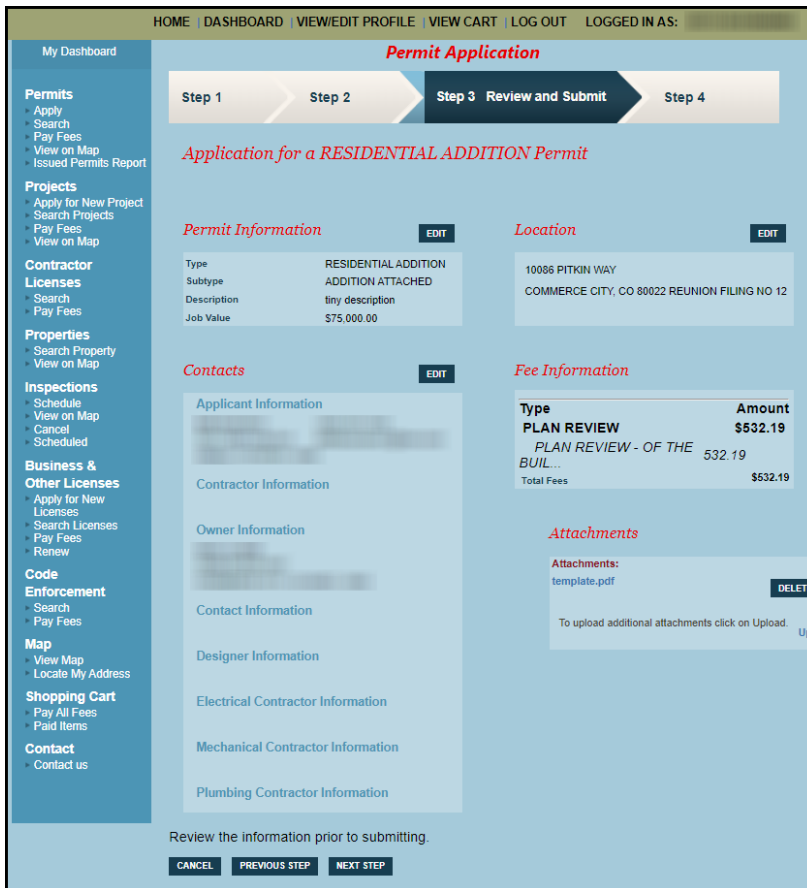
- a. Enter information for the \* *required* contact types, and enter optional contact types as needed:

\* = 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.



**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
<b>Total Fees</b>	<b>\$532.19</b>

**Attachments**

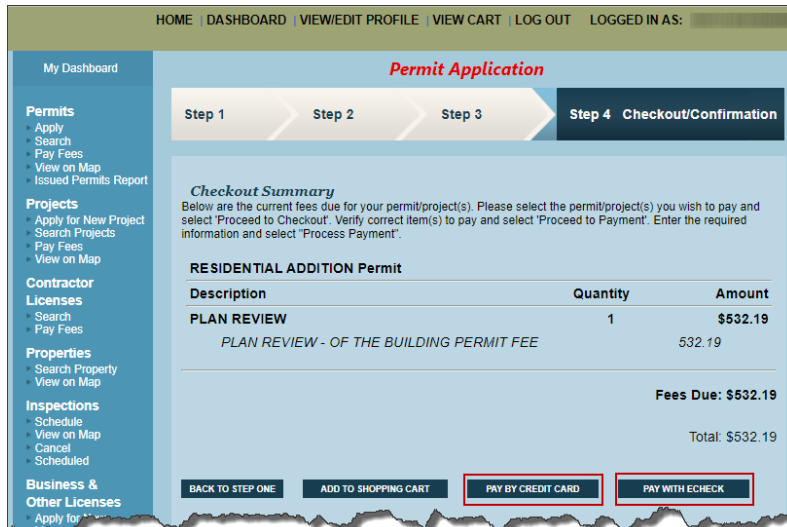
Attachments:  
template.pdf DELETE

To upload additional attachments click on Upload. Up

Review the information prior to submitting.

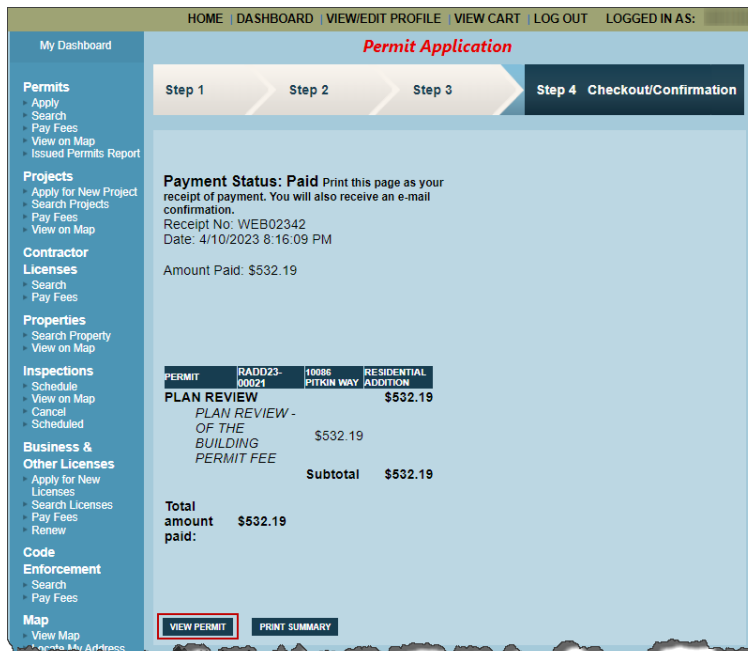
CANCEL PREVIOUS STEP NEXT STEP

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

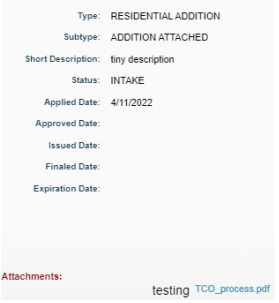

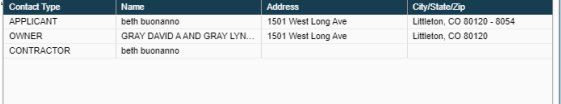
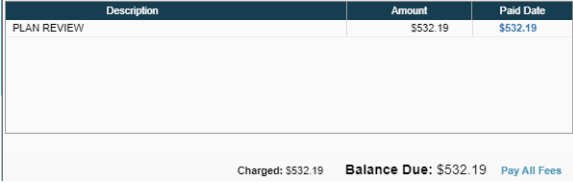
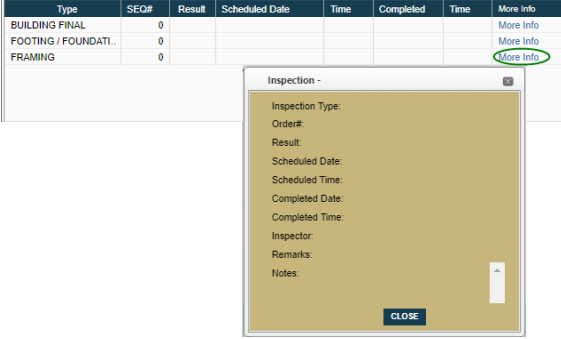


9. To view the permit, click **View Permit**.

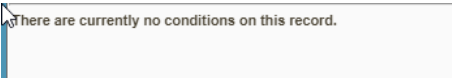
The Permit map and Permit Descriptions tab displays.

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><a href="#">More Info</a></td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE...</td> <td></td> <td>4/11/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/11/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE...</td> <td></td> <td>4/11/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> </tbody> </table> <div data-bbox="740 464 1003 722" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Review Group:                      Review Type:                      Status:                      Date Sent:                      Date Due:                      Date Returned:                      Reviewer:                      Remarks:                      Notes:  <input type="text"/></p> <p style="text-align: center;"><a href="#">CLOSE</a></p> </div>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT ...		4/11/2022		<a href="#">More Info</a>	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/11/2022		<a href="#">More Info</a>	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/11/2022		<a href="#">More Info</a>	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/11/2022		<a href="#">More Info</a>	<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 <b>Respond</b> in the <b>More Info</b> 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		<a href="#">More Info</a>																											
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/11/2022		<a href="#">More Info</a>																											
PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/11/2022		<a href="#">More Info</a>																											
RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/11/2022		<a href="#">More Info</a>																											
Project Info	<div data-bbox="483 884 716 1402" style="background-color: #f0f0f0; 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><a href="#">Learn more</a></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><a href="#">Learn more from CDPHE</a></p> <p>Have the minimum documents been uploaded for this application? Not applicable</p> <p><a href="#">Learn more</a></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'. The 'My Active Permits' table has 2 records, and the 'My Active Inspections' table has 3 records. Red boxes highlight the first row of the permits table and the first three rows of the inspections table.

**My Active Permits** (2 total record(s))

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			

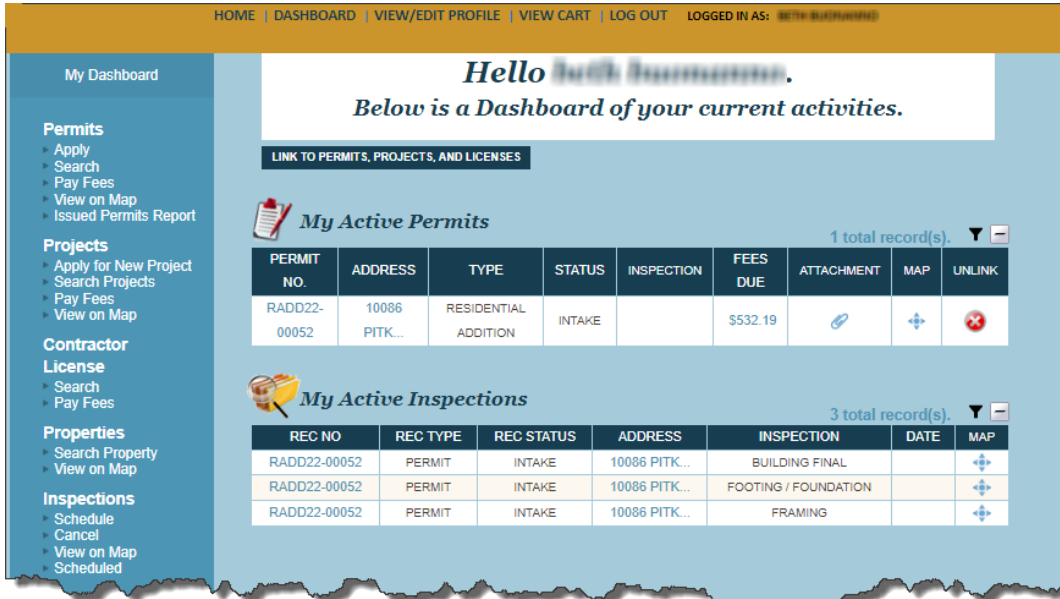
**My Active Inspections** (3 total record(s))

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 1.4 Residential Permit’s Review & Approval Process.](#)

### 3.2 Applying for Residential Master Model Permit

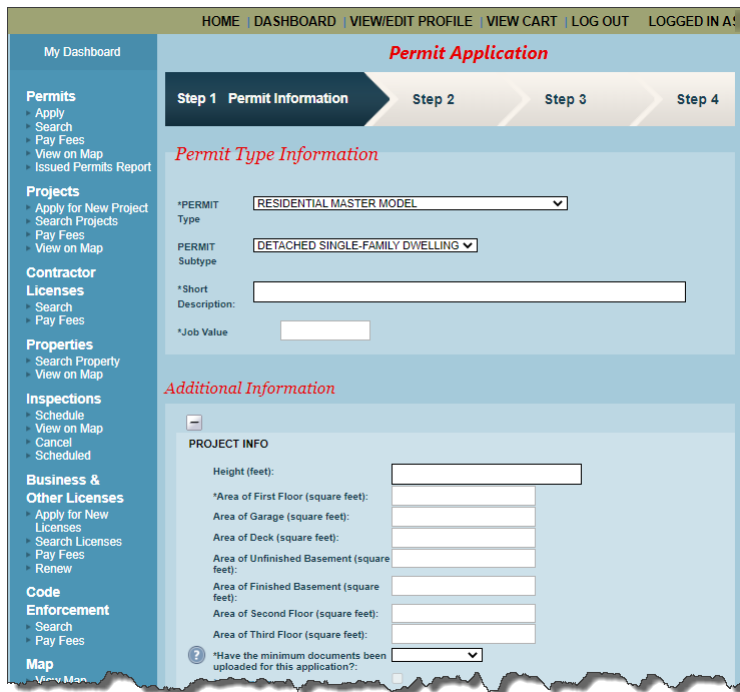
- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



- 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

<b>R</b>	<b>Field</b>	<b>Description</b>
	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 <b>Yes</b> only after:</p> <ul style="list-style-type: none"> <li> You have confirmed your submission package is complete.</li> <li> You are not missing any minimum required documents as listed on the Design Guides &amp; Submission Requirements Web site.</li> </ul> <p>To access Design Guides &amp; Submission Requirements, click the <b>Learn More</b> link.</p>


**Green Building**

<b>R</b>	<b>Field</b>	<b>Description</b>
*	 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 <b>Yes</b> from the drop-down list.</p> <p>For more information on green projects, click <b>Learn More</b> 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 <b>Yes</b> 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>
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**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.

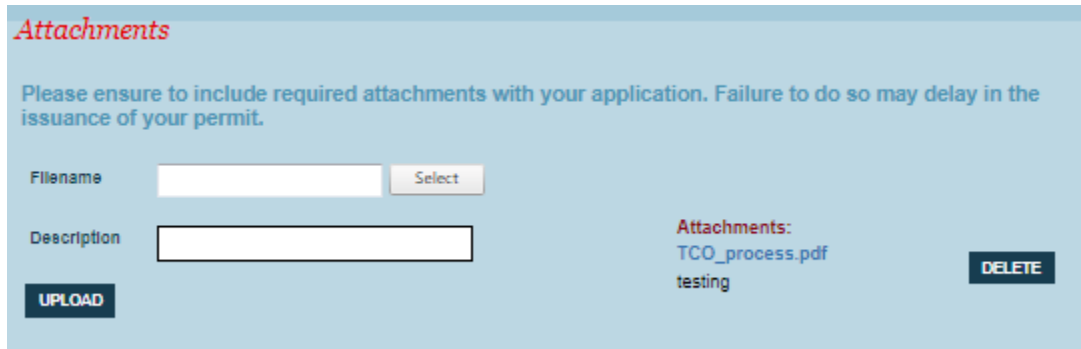
- b. Click **Upload**.

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

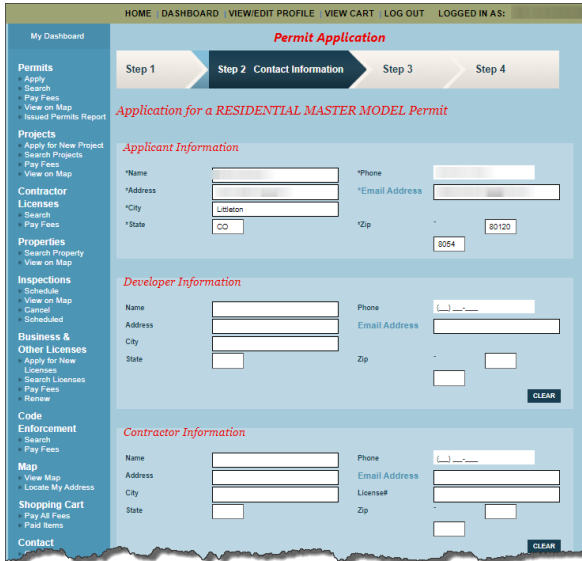
**Attachments:**  
TCO\_process.pdf  
testing

- d. As needed, upload additional files.



5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



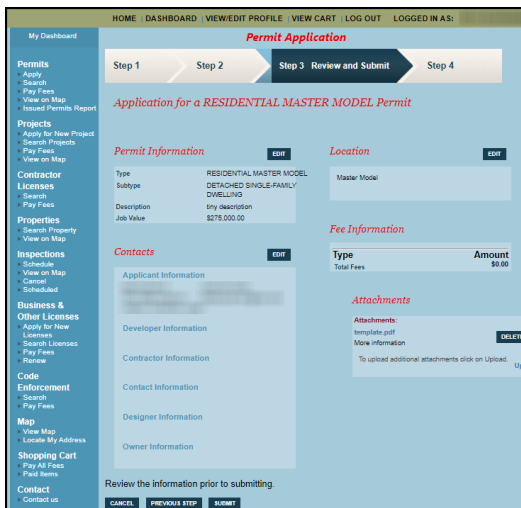
a. Enter information for \* *required* contact types, and for optional contact types as needed:

\* = 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:

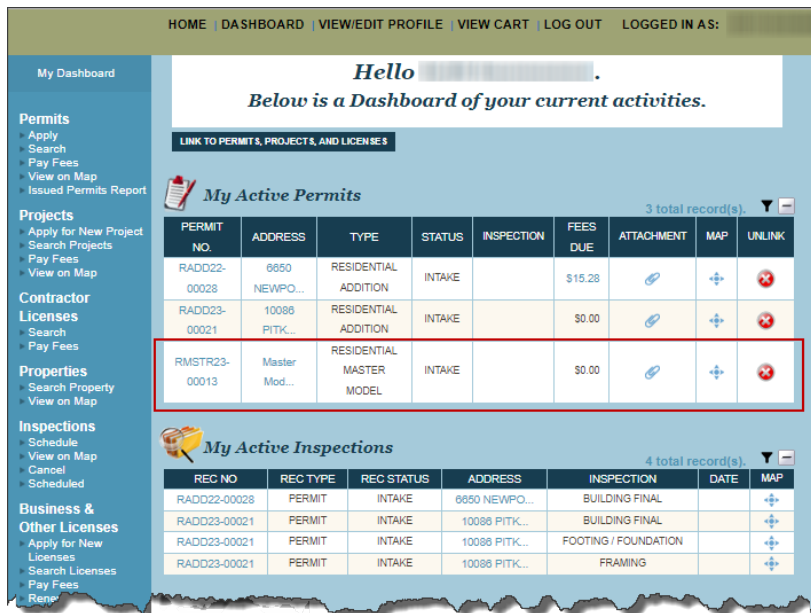
*Note:* The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description												
Permit Info	<p>Type: RESIDENTIAL MASTER MODEL</p> <p>Subtype: DETACHED SINGLE-FAMILY DWELLING</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 4/13/2022</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: <a href="#">10086 PITKIN WAY</a></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>													
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>888-1-800-800</td> <td>100-1000 1000 100</td> <td>10000-10-10100-1000</td> </tr> <tr> <td>OWNER</td> <td>888-1-800-800-1000-1000</td> <td>100-1000 1000 100</td> <td>10000-10-10100</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	888-1-800-800	100-1000 1000 100	10000-10-10100-1000	OWNER	888-1-800-800-1000-1000	100-1000 1000 100	10000-10-10100	
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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.						
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<a href="#">Learn more</a>																																						
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><a href="#">Learn more</a></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 is a personalized greeting: 'Hello [Name]'. A section titled 'My Active Permits' shows 3 total records. The table below highlights the active permit for a Master Model.

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 a section for 'My Active Inspections' with 4 total records. The table shows various inspection stages for the permits listed above.

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 1.4 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.



The dashboard shows a navigation menu on the left with categories: My Dashboard, Permits, Projects, Contractor Licenses, Properties, Inspections, Business & Other Licenses, and Code. The main content area includes a welcome message, a link to permits, projects, and licenses, and two tables: 'My Active Permits' (3 records) and 'My Active Inspections' (4 records).

PERMIT NO	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00028	8650 NEWPO...	RESIDENTIAL ADDITION	INTAKE		\$15.28			
RADD23-00021	10088 PITK...	RESIDENTIAL ADDITION	INTAKE		\$0.00			
RMSTR23-00013	Master Mod...	RESIDENTIAL MASTER MODEL	INTAKE		\$0.00			

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RADD22-00028	PERMIT	INTAKE	8650 NEWPO...	BUILDING FINAL		
RADD23-00021	PERMIT	INTAKE	10088 PITK...	BUILDING FINAL		
RADD23-00021	PERMIT	INTAKE	10088 PITK...	FOOTING / FOUNDATION		
RADD23-00021	PERMIT	INTAKE	10088 PITK...	FRAMING		

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



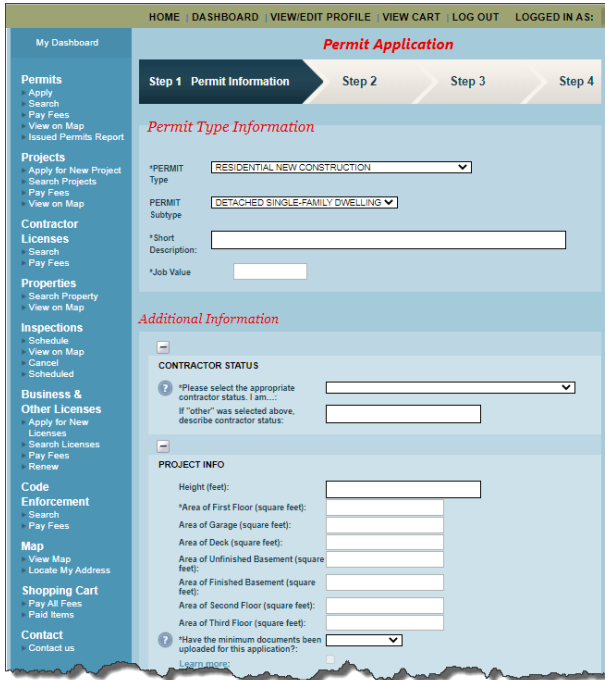
The 'Permit Application Confirmation' screen displays a confirmation message: 'By agreeing to continue, I certify that I am the property owner or tenant or have the authority of the property owner or tenant to make this application, that the information provided is complete and correct, and that the construction and use will conform to the building code, the land-use code and other applicable laws and ordinances which govern the property.' Below the message are radio buttons for 'I Agree' and 'I Disagree', and a 'CONTINUE' button.

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.

## 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?	<p>From the drop-down, select <b>Yes</b> only after:</p> <ul style="list-style-type: none"> <li> You have confirmed your submission package is complete.</li> <li> You are not missing any minimum required documents as listed on the Design Guides &amp; Submission Requirements Web site.</li> </ul> <p>To access Design Guides &amp; Submission Requirements, click the <b>Learn More</b> link.</p>

**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 <b>Yes</b> from the drop-down list. For more information on green projects, click <b>Learn More</b> 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 <b>Yes</b> 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 <a href="#">Attachments</a> 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.

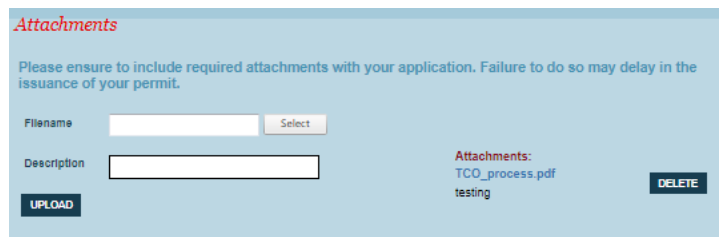
- b. Enter a **Description** of the file.
- c. Click **Upload**.

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**.

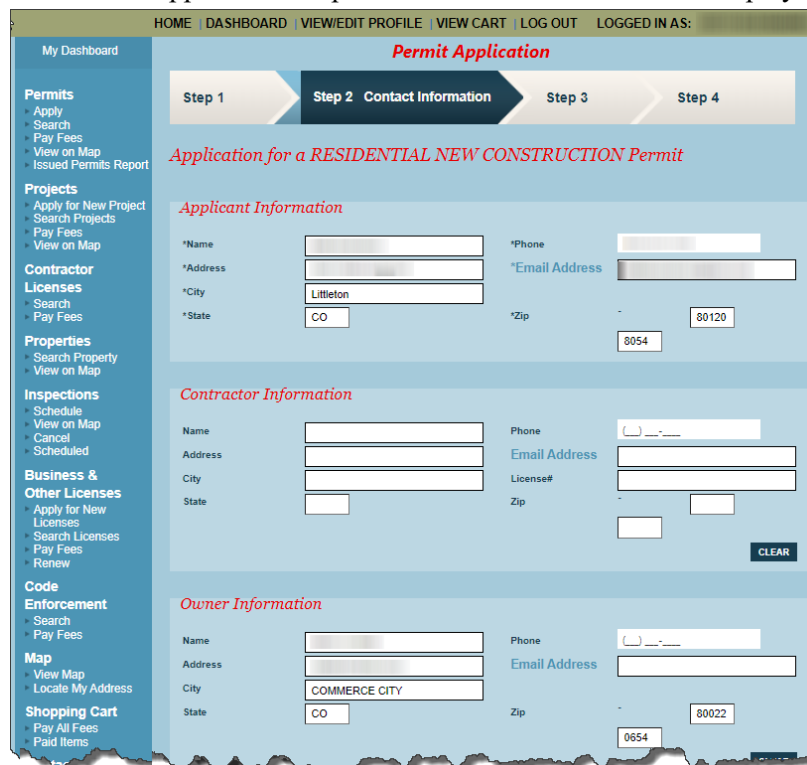
The system displays the file as uploaded.



- e. As needed, upload additional files.

## 5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



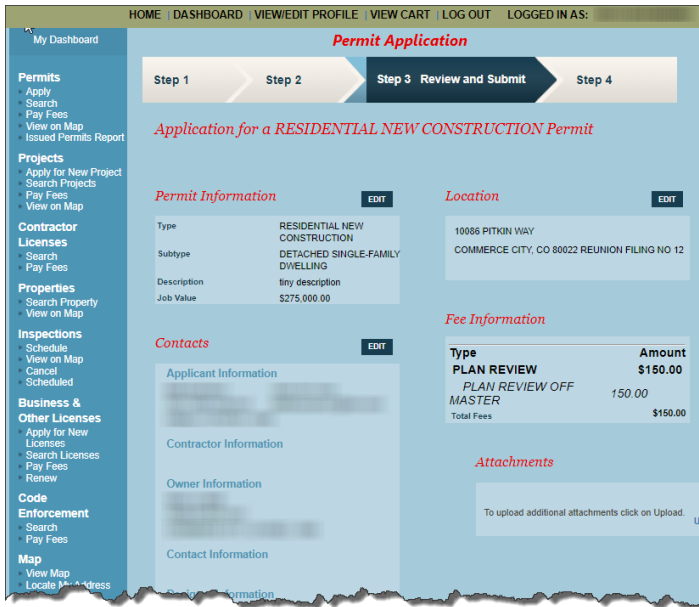
- a. Enter information for \* *required* contact types, and for optional contact types as needed:

\* = Required

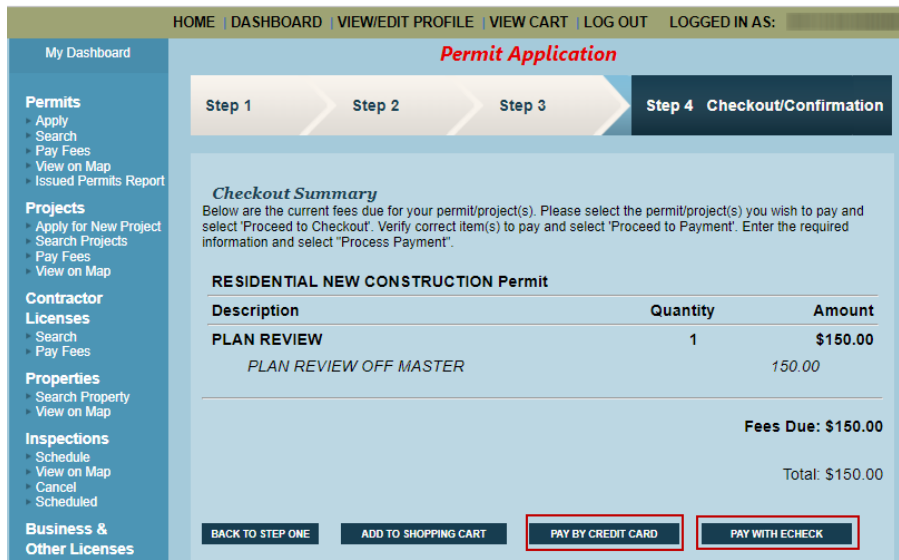
R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Developer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information

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.

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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><a href="#">More Info</a></td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE...</td> <td></td> <td>4/14/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT...</td> <td></td> <td>4/14/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PUBLIC WORKS REVIEW</td> <td>PUBLIC WORKS...</td> <td></td> <td>4/14/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE...</td> <td></td> <td>4/14/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT...		4/14/2022		<a href="#">More Info</a>	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE...		4/14/2022		<a href="#">More Info</a>	PRE-ISSUANCE REVIEW	BUILDING PERMIT...		4/14/2022		<a href="#">More Info</a>	PUBLIC WORKS REVIEW	PUBLIC WORKS...		4/14/2022		<a href="#">More Info</a>	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/14/2022		<a href="#">More Info</a>	<p>The Gateway Review checks for submission completeness and other administrative requirements.</p> <p><b>Important:</b> 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 <b>Respond</b> in the <b>More Info</b> 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		<a href="#">More Info</a>																																	
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RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE...		4/14/2022		<a href="#">More Info</a>																																	
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><a href="#">Learn more</a></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 is a navigation bar with links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: [User Name]. Below the navigation bar, a greeting says 'Hello [User Name]' and 'Below is a Dashboard of your current activities.' There is a link to 'LINK TO PERMITS, PROJECTS, AND LICENSES'.

The main content area is divided into two sections:

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

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RNEW23-00026	10086 PITK...	RESIDENTIAL NEW CONSTRUCTION	INTAKE		\$0.00			
- My Active Inspections:** Shows 21 total record(s). A table lists various inspections:
 

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		

The left sidebar contains navigation links for: Permits, Projects, Contractor Licenses, Properties, Inspections, Business & Other Licenses, Code Enforcement, and Map. The bottom of the sidebar shows 'Shopping Cart' with options to pay fees or view items.

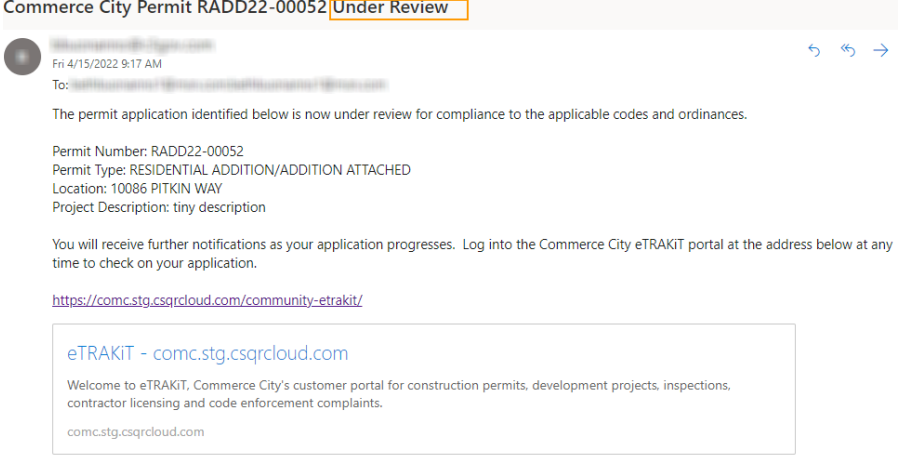
10. To monitor the review and approval process, refer to [Section 1.4 Residential Permit's Review & Approval Process](#).



### 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> <p><a href="https://comc.stg.csqrcloud.com/community-ettrakit/">https://comc.stg.csqrcloud.com/community-ettrakit/</a></p> <p><b>**This is an automated notification; please to not reply to this email.**</b></p>	<p>Login into eTRAKiT and provide additional information as required.</p>
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> <p>Commerce City Permit RADD22-00052 <b>Under Review</b></p> <p></p> <p><b>**This is an automated notification; please to not reply to this email.**</b></p>	<p>Optionally, check on your application.</p>

Permit Status	System Action	Action you should take to respond to email
Awaiting Payment	<p><b>Commerce City Permit RADD22-00052 Fees Due</b></p> <p> <b>[Redacted]</b>            Fri 4/15/2022 12:04 PM            To: <b>[Redacted]</b></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: <b>[Redacted]</b></p> <p>Log into the Commerce City eTRAKIT portal at the address below to pay your outstanding fees.</p> <p><a href="https://comc.stg.csqrcloud.com/community-ettrakit/">https://comc.stg.csqrcloud.com/community-ettrakit/</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><a href="https://comc.stg.csqrcloud.com">eTRAKIT - comc.stg.csqrcloud.com</a></p> <p>Welcome to eTRAKIT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints.</p> <p><a href="https://comc.stg.csqrcloud.com">comc.stg.csqrcloud.com</a></p> </div> <p><b>**This is an automated notification; please to not reply to this email.**</b></p>	Login to pay outstanding fees.
Issued	<p><b>Commerce City Permit RADD22-00052 Issued</b></p> <p> <b>[Redacted]</b> <span style="float: right;">↩ ↶ → ⋮</span>            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: <b>[Redacted]</b></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> <p><a href="https://comc.stg.csqrcloud.com/community-ettrakit/">https://comc.stg.csqrcloud.com/community-ettrakit/</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><a href="https://comc.stg.csqrcloud.com">eTRAKIT - comc.stg.csqrcloud.com</a></p> <p>Welcome to eTRAKIT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints.</p> <p><a href="https://comc.stg.csqrcloud.com">comc.stg.csqrcloud.com</a></p> </div> <p><b>**This is an automated notification; please to not reply to this email.**</b></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 <b>Completed</b></p> <hr/> <div data-bbox="332 409 1144 451">  <span data-bbox="397 409 617 441">[Redacted]</span> <span data-bbox="982 409 1144 441">↩ ↶ → ...</span> </div> <p data-bbox="397 441 560 462">Fri 4/15/2022 12:23 PM</p> <p data-bbox="397 472 860 504">The permit application identified below is now complete.</p> <p data-bbox="397 525 885 651">                     Permit Number: RADD22-00052                      Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED                      Location: 10086 PITKIN WAY                      Project Description: tiny description                      Applicant Name: [Redacted]                 </p> <p data-bbox="397 672 1136 745">                     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 data-bbox="397 766 820 798"> <a href="https://comc.stg.csqcloud.com/community-ettrakit/">https://comc.stg.csqcloud.com/community-ettrakit/</a> </p> <div data-bbox="397 819 1136 1018" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="414 840 803 871">eTRAKit - comc.stg.csqcloud.com</p> <p data-bbox="414 882 1039 955">                             Welcome to eTRAKit, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints.                         </p> <p data-bbox="414 966 609 997">comc.stg.csqcloud.com</p> </div> <p data-bbox="397 1018 966 1039">**This is an automated notification; please do not reply to this email.**</p>	<p>As needed, apply for a Certificate of Occupancy (COI) permit.</p>