

3 Residential Permit Applications

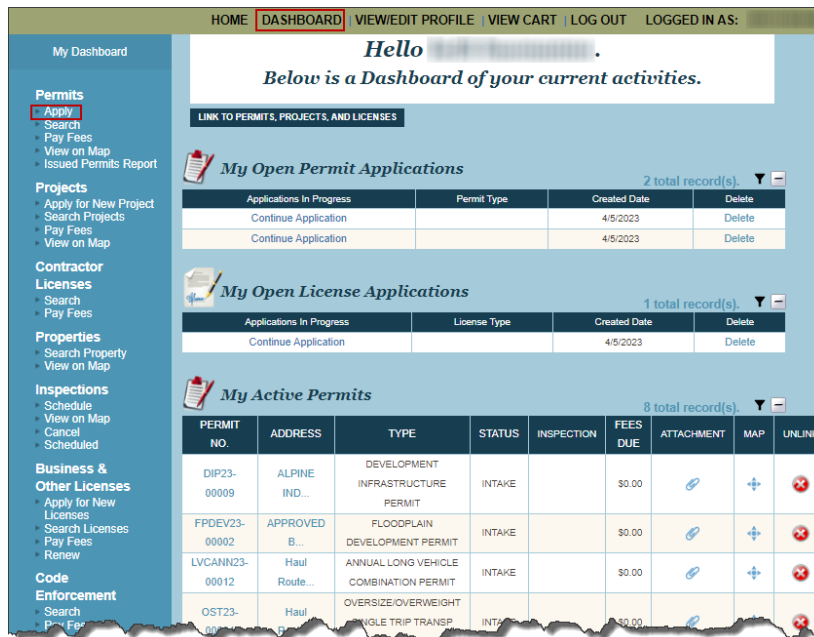
3.1 Applying for a Residential Permit

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 the eTRAKiT 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 welcome message and three sections: My Open Permit Applications, My Open License Applications, and My Active Permits. Each section contains a table of records with columns for application type, status, date, and actions.

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

Applications In Progress	Permit Type	Created Date	Delete
Continue Application		4/5/2023	Delete
Continue Application		4/5/2023	Delete

My Open License Applications (1 total record(s))

Applications In Progress	License Type	Created Date	Delete
Continue Application		4/5/2023	Delete

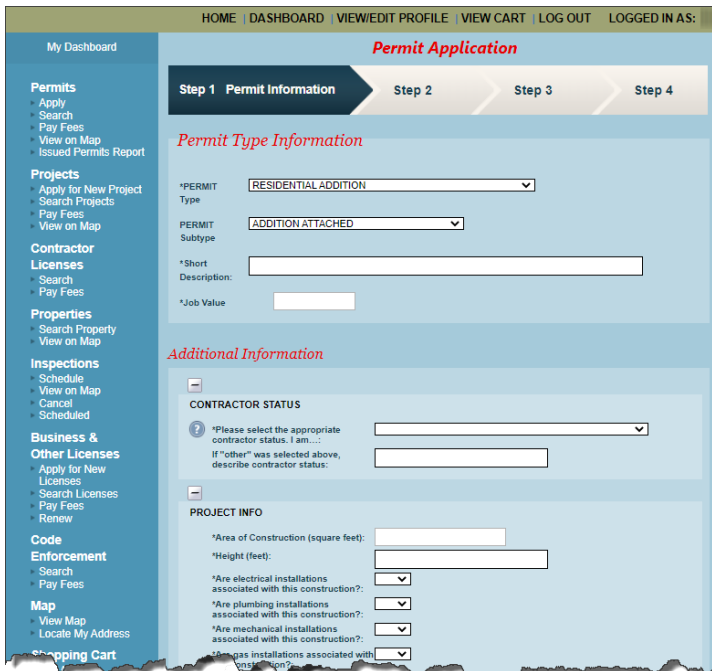
My Active Permits (8 total record(s))

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

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



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



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

Permit Type Information


* Required

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

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

Additional Information

Contractor Status



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

Project Info

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

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

Other Info

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

Impervious Area

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

Location *

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

Attachments

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

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

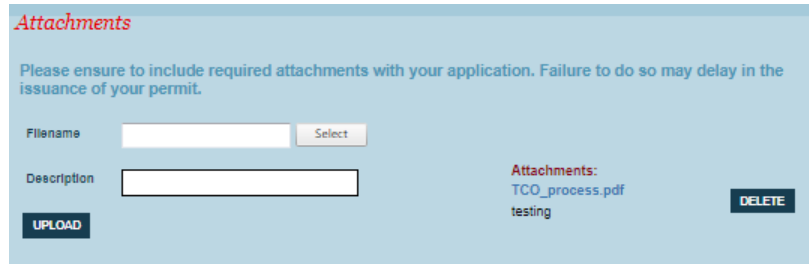
- b. Enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

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

- d. Click **Accept**.

The system displays the file as uploaded.

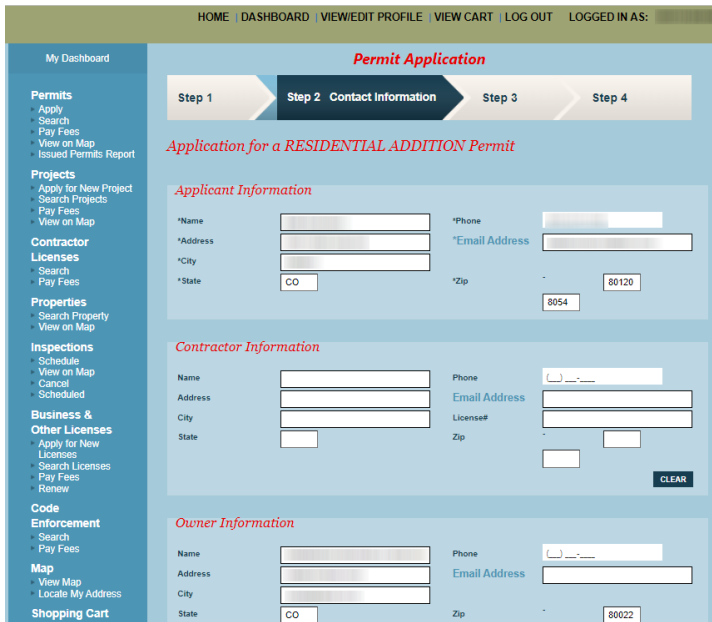


- e. As needed, upload additional files.

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

- 5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



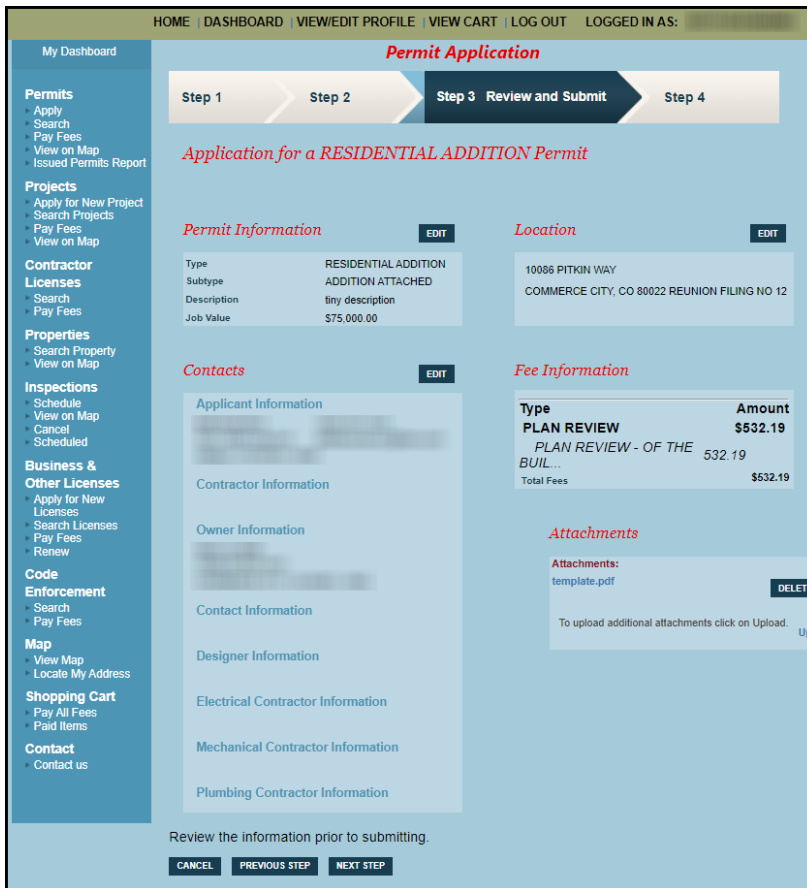
- a. Enter information for the * *required* contact types, and enter optional contact types as needed:

* = Required

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

6. Click **Next Step**.

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



Permit Application

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

Application for a RESIDENTIAL ADDITION Permit

Permit Information EDIT

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

Location EDIT

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

Contacts EDIT

Applicant Information

Contractor Information

Owner Information

Contact Information

Designer Information

Electrical Contractor Information

Mechanical Contractor Information

Plumbing Contractor Information

Fee Information

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

Attachments

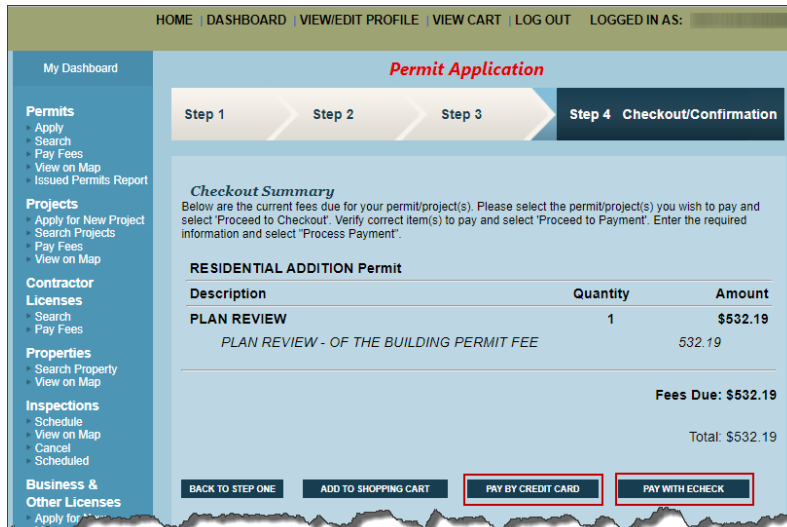
Attachments:
template.pdf DELETE

To upload additional attachments click on Upload. Up

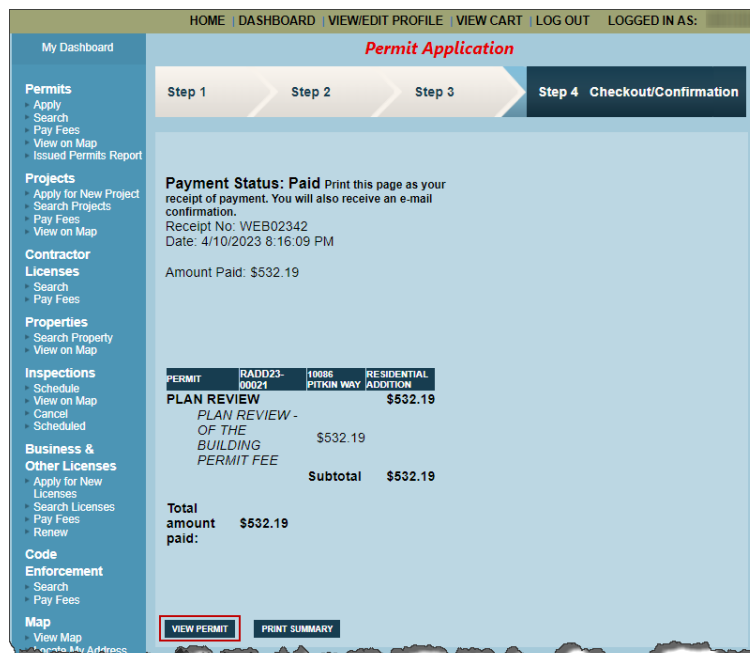
Review the information prior to submitting.

CANCEL PREVIOUS STEP NEXT STEP

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



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

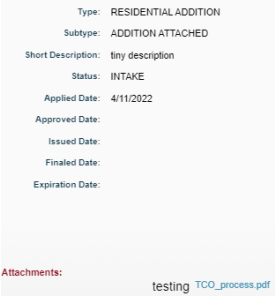

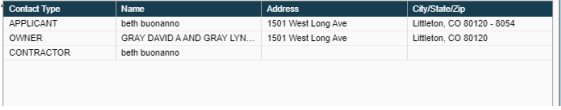
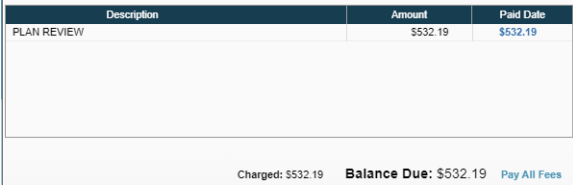
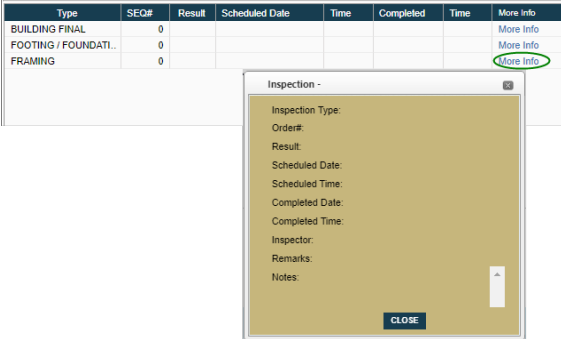


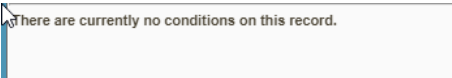
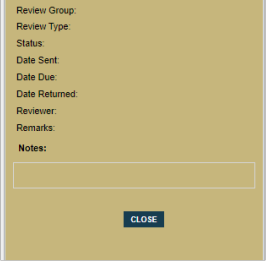

9. To view the permit, click **View Permit**.

The Permit map and Permit Descriptions tab displays.

The tabs summarize the content on the requested permit:

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

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

Tab	Content	Content Description																														
Conditions		<p>If there are conditions to the issuance of your permit, they are shown here.</p>																														
Reviews	<table border="1" data-bbox="483 373 1062 457"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE ...</td> <td></td> <td>4/11/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table> 	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT ...		4/11/2022		More Info	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/11/2022		More Info	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/11/2022		More Info	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE ...		4/11/2022		More Info	<p>The Gateway Review checks for submission completeness and other administrative requirements. No other review should be conducted until the Gateway Review is approved.</p> <p>If a review <i>is not</i> approved, you are provided a link titled Respond in the More Info column.</p> <p>You cannot advance the permit until you have responded to all failed reviews.</p>
Type	Reviewer	Status	Submitted	Completed	More Info																											
GATEWAY REVIEW	BUILDING PERMIT ...		4/11/2022		More Info																											
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/11/2022		More Info																											
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Project Info																																

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

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

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

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

My Active Permits Table:

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

My Active Inspections Table:

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

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