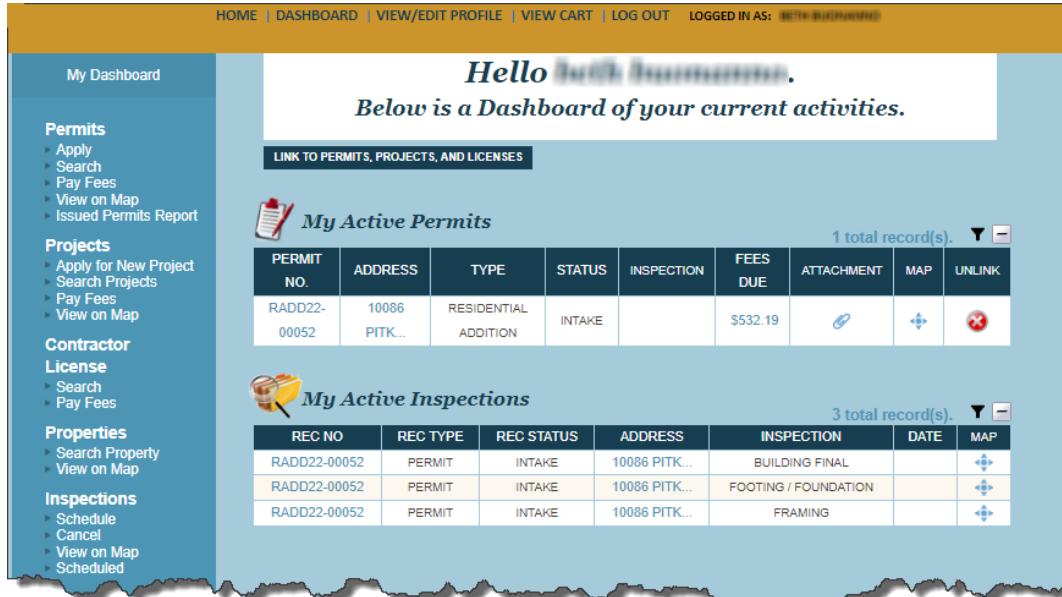


### 3.2 Applying for Residential Master Model Permit

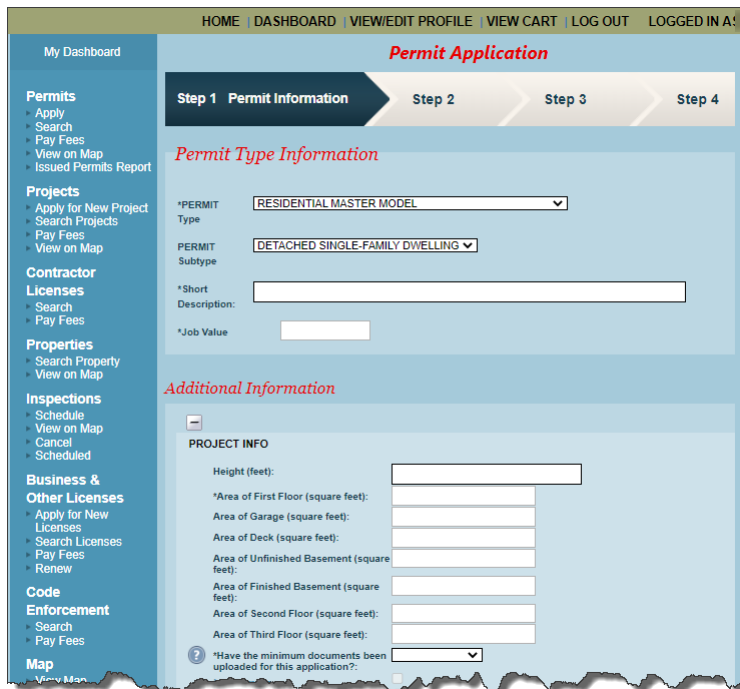
- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



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



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.

**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>
--	---

**Location\***

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

## Attachments

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

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

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

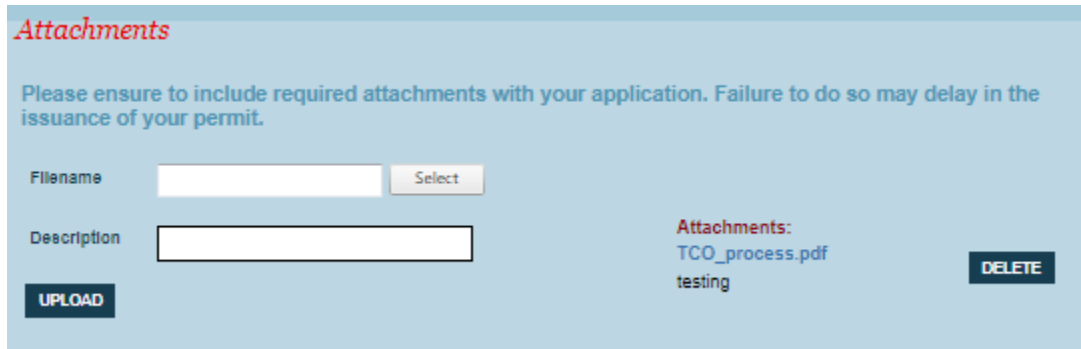
- b. Click **Upload**.

The following message displays:

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

- c. Click **Accept**.

The system displays the file as uploaded.



**Attachments**

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

Filename

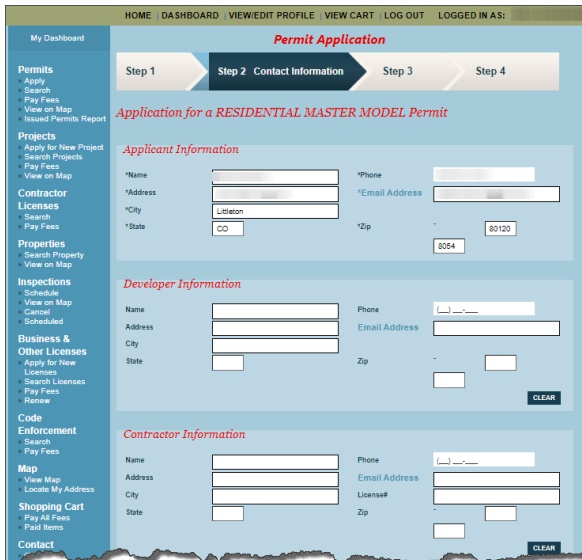
Description

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

- d. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



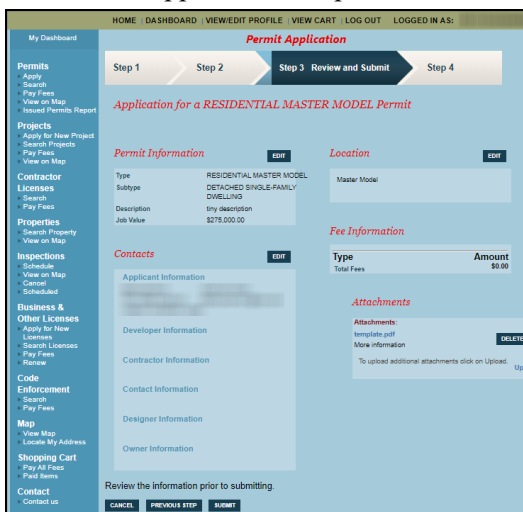
a. Enter information for \* *required* contact types, and for optional contact types as needed:

\* = Required

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

6. Click **Next Step**.

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



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

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

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

The tabs summarize the content on the requested permit:

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

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

Tab	Content	Content Description																																				
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/13/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PLANNING REVIEW - SINGLE-FAMILY</td> <td>PLANNING BUCKE ...</td> <td></td> <td>4/13/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PRE-ISSUANCE REVIEW</td> <td>BUILDING PERMIT ...</td> <td></td> <td>4/13/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PUBLIC WORKS REVIEW</td> <td>PUBLIC WORKS</td> <td></td> <td>4/13/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>RESIDENTIAL BUILDING REVIEW</td> <td>BUILDING RESIDE ...</td> <td></td> <td>4/13/2022</td> <td></td> <td><a href="#">More Info</a></td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GATEWAY REVIEW	BUILDING PERMIT ...		4/13/2022		<a href="#">More Info</a>	PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/13/2022		<a href="#">More Info</a>	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		4/13/2022		<a href="#">More Info</a>	PUBLIC WORKS REVIEW	PUBLIC WORKS		4/13/2022		<a href="#">More Info</a>	RESIDENTIAL BUILDING REVIEW	BUILDING RESIDE ...		4/13/2022		<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 <i>is not</i> 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 ...		4/13/2022		<a href="#">More Info</a>																																	
PLANNING REVIEW - SINGLE-FAMILY	PLANNING BUCKE ...		4/13/2022		<a href="#">More Info</a>																																	
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Project Info	<table border="1"> <tbody> <tr> <td>Height (feet)</td> <td>25</td> </tr> <tr> <td>Area of First Floor (square feet)</td> <td>1000</td> </tr> <tr> <td>Area of Garage (square feet)</td> <td>750</td> </tr> <tr> <td>Area of Deck (square feet)</td> <td>300</td> </tr> <tr> <td>Area of Unfinished Basement (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Finished Basement (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Second Floor (square feet)</td> <td>0</td> </tr> <tr> <td>Area of Third Floor (square feet)</td> <td>0</td> </tr> <tr> <td>Have the minimum documents been uploaded for this application?</td> <td>Not applicable</td> </tr> <tr> <td colspan="2"><a href="#">Learn more</a></td> </tr> </tbody> </table>	Height (feet)	25	Area of First Floor (square feet)	1000	Area of Garage (square feet)	750	Area of Deck (square feet)	300	Area of Unfinished Basement (square feet)	0	Area of Finished Basement (square feet)	0	Area of Second Floor (square feet)	0	Area of Third Floor (square feet)	0	Have the minimum documents been uploaded for this application?	Not applicable	<a href="#">Learn more</a>		<p>Information you entered on your application.</p>																
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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	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.

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 message states: 'Below is a Dashboard of your current activities.' There is a link: 'LINK TO PERMITS, PROJECTS, AND LICENSES'. The main section is titled 'My Active Permits' and shows 3 total records. A table lists the permits:

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

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

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

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