

### 3.3 Applying for Residential NEW Permit

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



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

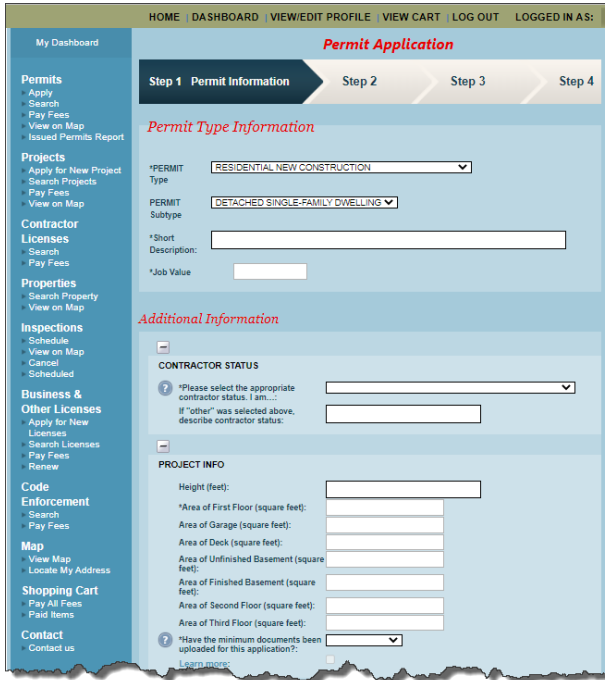


3. Click **I Agree**, and then click **Continue**.

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?	From the drop-down, select <b>Yes</b> 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.

**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.

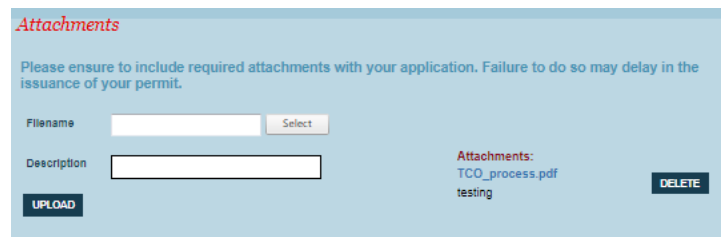
- b. Enter a **Description** of the file.
- c. Click **Upload**.

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**.

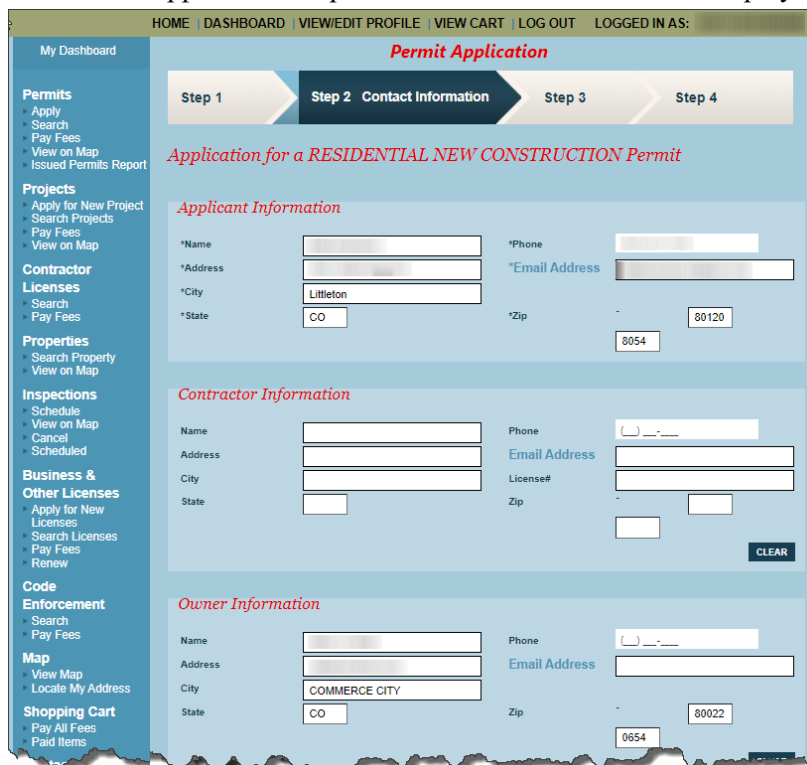
The system displays the file as uploaded.



- e. As needed, upload additional files.

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

The Permit Application Step 2: Contact Information screen displays.



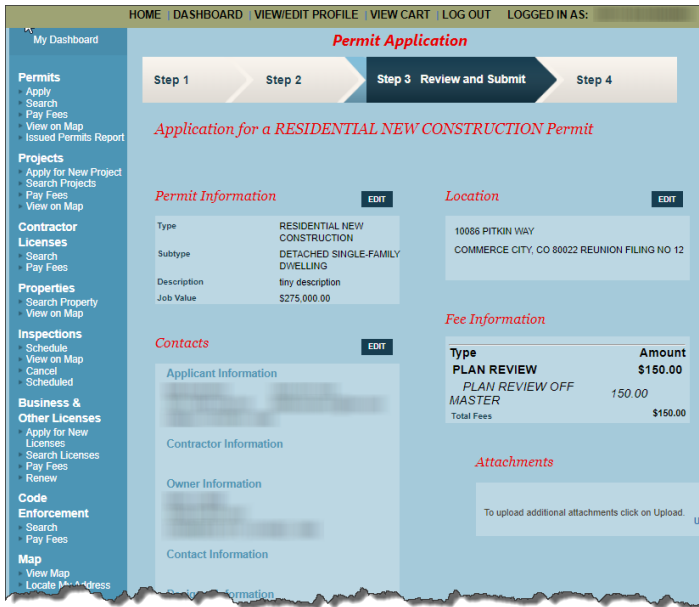
- a. Enter information for \* *required* contact types, and for optional contact types as needed:

\* = Required

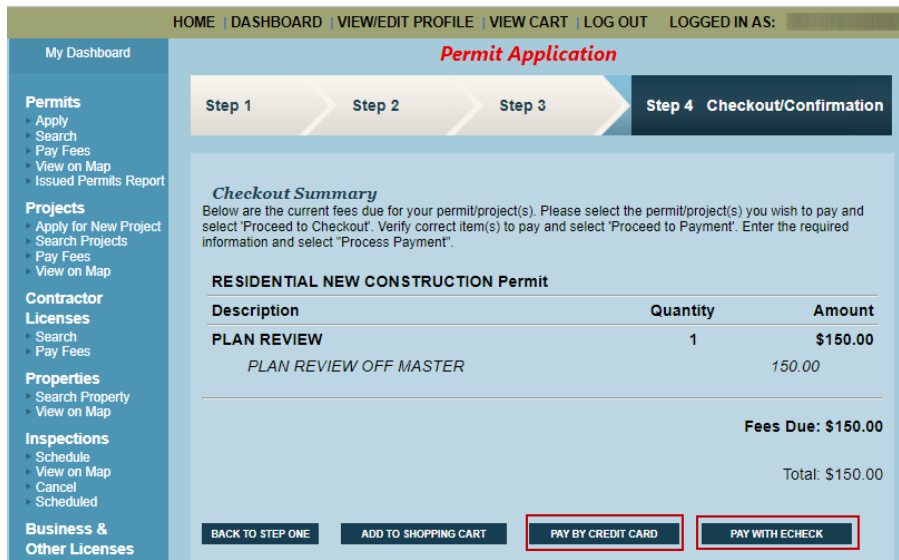
R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Developer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information

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.

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

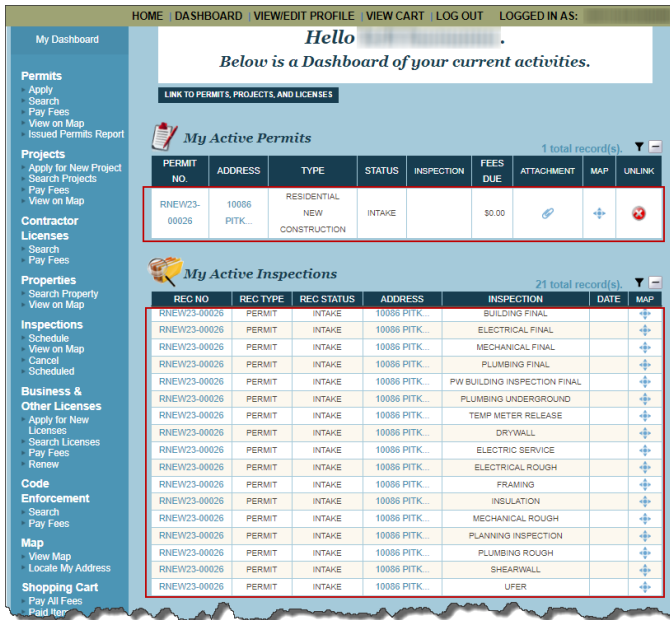


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Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GATEWAY REVIEW</td> <td>BUILDING PERMIT...</td> <td></td> <td>4/14/2022</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>
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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>																																					
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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>No</p> <p><a href="#">Learn more</a></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 are two main sections: 'My Active Permits' and 'My Active Inspections'. 'My Active Permits' shows 1 total record(s) with a table containing one row: RNEW23-00026, 10086 PITK., RESIDENTIAL NEW CONSTRUCTION, INTAKE, \$0.00. 'My Active Inspections' shows 21 total record(s) with a table listing various inspection types such as BUILDING FINAL, ELECTRICAL FINAL, MECHANICAL FINAL, PLUMBING FINAL, etc.

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