



4.2 Commercial 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																																								
Intake	<p>Thank you for your online order with Commerce City. If you paid for a building permit, you will be notified when your permit payment has been processed. Retain this copy for verification with statement. Payment method: WEB Receipt No.: WEB01618 Amount Paid: \$2,101.94 Paid Date: 5/16/2022</p> <table border="1" data-bbox="344 625 1042 793"> <thead> <tr> <th>PERMIT</th> <th>CNEW22-00050</th> <th>10086 PITKIN WAY COMMERCE CITY, CO 80022</th> <th>COMMERCIAL NEW CONSTRUCTION</th> </tr> </thead> <tbody> <tr> <td colspan="4">PLAN REVIEW</td> </tr> <tr> <td colspan="4">PLAN REVIEW - OF THE BUILDING</td> </tr> <tr> <td colspan="4">PERMIT FEE</td> </tr> <tr> <td colspan="3"></td> <td>\$2,101.94</td> </tr> <tr> <td colspan="3">Sub Total:</td> <td>\$2,101.94</td> </tr> <tr> <td colspan="3">Total Amount Paid:</td> <td>\$2,101.94</td> </tr> </tbody> </table> <p>Name: [REDACTED] Address: [REDACTED] City, State, Zip: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p> <hr/> <p style="text-align: center;">City of Commerce City Payment Receipt</p> <p style="text-align: center;">Thank You for Your Payment</p> <p>Please save this Confirmation Number for your personal records.</p> <p>Customer Name [REDACTED]</p> <p>Effective Date 5/16/2022 12:33 PM Mountain Standard Time</p> <p>Confirmation Number 20000061</p> <table border="1" data-bbox="344 1289 1042 1457"> <thead> <tr> <th>Payment Method</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Visa **** 1111</td> <td>\$2,149.98</td> </tr> <tr> <th>Item</th> <th>Payment</th> </tr> <tr> <td>Licensing and Permits</td> <td>\$2,101.94</td> </tr> <tr> <td>Transaction Fee:</td> <td>\$48.04</td> </tr> <tr> <td>Total Amount Paid:</td> <td>\$2,149.98</td> </tr> </tbody> </table> <p>Payment Details Licensing and Permits [REDACTED] - \$2,101.94</p> <p>A Transaction Fee has been included in the total amount paid for this transaction.</p>	PERMIT	CNEW22-00050	10086 PITKIN WAY COMMERCE CITY, CO 80022	COMMERCIAL NEW CONSTRUCTION	PLAN REVIEW				PLAN REVIEW - OF THE BUILDING				PERMIT FEE							\$2,101.94	Sub Total:			\$2,101.94	Total Amount Paid:			\$2,101.94	Payment Method	Amount	Visa **** 1111	\$2,149.98	Item	Payment	Licensing and Permits	\$2,101.94	Transaction Fee:	\$48.04	Total Amount Paid:	\$2,149.98	Payment email and Payment Receipt
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Under Review	The system generates an email similar to the following:	Optionally, check on your application.																																								

Permit Status	System Action	Action you should take
	<p>Commerce City Permit CNEW22-00048 Under Review</p>  <p style="text-align: right;">Mon 5/16/2022 1:07 PM</p> <p>The permit application identified below is now under review for compliance to the applicable codes and ordinances.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>You will receive further notifications as your application progresses. Log into the Commerce City eTRAKIT portal at the address below at any time to check on your application.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcom.cstp.csgrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C417a2620343d49a34ca808da376f6308%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883248795137371%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCJQljoV2luMzllCjB1I6lk1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&psdata=bB%2BIA%2Fpk4WF7eiwLl8cl1xmlcEsaMHIdOIjicKcYnU%3D&psreserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	
Additional Info Required	<p>Commerce City Application/Permit CNEW22-00048 Requires Additional Information</p>  <p style="text-align: right;">Mon 5/16/2022 1:17 PM</p> <p>The permit application identified below requires additional information.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>Log into the Commerce City eTRAKIT portal at the address below to learn more about this status update and to provide the additional information required.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcom.cstp.csgrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C0ed405d143de48381fcb08da3770a9b7%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883254272677210%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCJQljoV2luMzllCjB1I6lk1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&psdata=ITCietAo1sCkjrjEmVYn5KvZQxOnfibMMoafWH0g7k%3D&psreserved=0</p>	Login into eTRAKIT and provide additional information as required.
Awaiting Payment		Login to pay outstanding fees.



Permit Status	System Action	Action you should take
<p>Passed Inspection</p>	<p>Commerce City Permit CNEW22-00048, DRYWALL Inspection PASS</p> <p>                       </p> <p>Mon 5/16/2022 1:24 PM</p> <p>The inspection for the project identified below has passed.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description</p> <p>Inspection Type: DRYWALL</p> <p>Name of Inspector: BUILDING INSPECTOR BUCKET</p> <p>Completion Date:</p> <p>Log into the Commerce City eTRAKIT portal at the address below to learn more about your inspection status or to schedule your next inspection.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcom.csto.csrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C282c223b6ca94341ce8608da3771a427%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883258467969320%7CUnknown%7CTWFpbGZsb3d8evWjoiMC4wLjAwMDAilCjQllojV2luMzllLjBtIl6lk1haWwllCjXVCI6Mn0%3D%7C3000%7C%7C%7C&msdata=eFzKb5hc16ZHxQH4YdqODKcWucD2rCnX5DTuPx0JhXwM%3D&mspreserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>Once an inspection passes, an email is generated and sent to you. This is an example of a particular inspection.</p>
<p>Issued</p>	<p>Commerce City Permit CNEW22-00048 Issued</p> <p>                       </p> <p>Tue 5/17/2022 8:36 AM</p> <p>The permit for the project identified below has been issued.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>Your permit has been issued, and you may now begin construction. Log into the Commerce City eTRAKIT portal at the address below, click on this permit in your dashboard, and click on "Attachments" to obtain the permit (available within one business day) and construction-related documents (available now). The permit must be posted on the jobsite and the city-approved plans must be printed and available to the city inspector during inspections.</p> <p>It is your responsibility to notify the city when stages of construction are reached that require an inspection. The deadline to schedule building-related inspections is 4 p.m. the business day prior to the day of the desired inspection date. Log into the Commerce City eTRAKIT portal at the address below, click on this permit in your dashboard, and click on "Request Inspections."</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcom.csto.csrcloud.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7C62e2a704aef44e7e534f08da3812a81d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637883950019321263%7CUnknown%7CTWFpbGZsb3d8evWjoiMC4wLjAwMDAilCjQllojV2luMzllLjBtIl6lk1haWwllCjXVCI6Mn0%3D%7C3000%7C%7C%7C&msdata=H7izKs5Eu2lQdXGJ8k3G11kpaKRZgm51oPtLdBPhdXk%3D&mspreserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>Click link to retrieve permit and any city-approved construction documents</p>

Permit Status	System Action	Action you should take
Completed	<p>Commerce City Permit CNEW22-00048 Completed</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>B [Redacted] <[Redacted]> To: [Redacted]<[Redacted]>, [Redacted]<[Redacted]></p> <p style="text-align: right;">Tue 5/17/2022 8:36 AM</p> </div> <p>The permit application identified below is now complete.</p> <p>Permit Number: CNEW22-00048 Permit Type: COMMERCIAL NEW CONSTRUCTION/MULTI-FAMILY BUILDING Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>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>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomcity.com%2Fcommunity-ettrakit%2F&amp;data=05%7C01%7C%7Cbe9aee84812840613ff408da3812a820%7C84df9e7fe9f640alb435aaaaaaaaaaaa%7C1%7C0%7C637883950021196111%7CUnknown%7CTWFnbgZsb3d8eyjWijoiMC4wLjAwMDAilCjQjoiV2luMzllCjBTll6ikThaWwllCjXVCi6Mn0%3D%7C3000%7C%7C%7C&amp;sddata=Xt2x0fyE7nnyPXsqkijeSnd2rgTG4jSPg1UjHjdVMKk%3D&amp;reserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	<p>As needed, apply for a separate COI/Completion permit.</p>