5   Other Permit Applications

5.1   Requesting a Grading Permit

Note: If you are requesting an early permit, ensure that a Final Subdivision application has been received and accepted as complete by the staff.

1. From the external home page, click **Login** to login to eTRAKiT.

    You are redirected to a dashboard of the current activities.

2. Under the **Permits** heading, click **Apply**.

    The Permit Application screen displays.

       05/08/2023

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

The Permit Application screen displays.

The example below depicts:
PERMIT Type of `Grading Permit`

4. Complete the following sections of the screen, dependent on your Permit selections.

   EXAMPLE: In this example I logged in as a contractor, and chose `Grading Permit`.

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 `Grading Permit`
*	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 – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Grading Permit`, **Additional Information: Permit Info** displays.

R	Field	Description
*	Have you included an Erosion and Sedimentation Control (ESC) Plan in the Stormwater Management Plan (SWMP)?	From drop-down list, make selection.
*	Has a Drainage Report been approved?	From drop-down list, make selection.
*	Have you attached a Stormwater Management Plan?	From drop-down list, make selection
	What is the Project Number of your previous submission?	This field displays for contractors only. Type the project number.
*	What is the nature of construction activity?	From the drop-down list, define the type of construction activity.
*	Have civil plans been approved?	From drop-down list make selection.
*	What is the estimated Material Import quantity in cu yd?	Type the number of cu yds.
*	What is the estimated material export quantity in cu yd?	Type the number of cu yds.
*	What is the total project area in acres?	Type the number of acres.
*	What is the total land disturbance in acres?	Type the number of acres.

 05/08/2023

R	Field	Description
*	Is this activity part of a larger common plan of development?	From the drop-down list, make selection.
*	I understand there is a $200.00 plan review fee to be paid in advance.	Acknowledge your understanding of the cost.

Learn More

R	Field	Description
*	Have you attached the CDPHE certificate of authorization, if applicable?	From the drop-down list, make selection.
*	Anticipated Start Date:	Click on the calendar icon and make selection.
*	Anticipated End Date:	Click on the calendar icon and make selection.

To learn more about Civil Plan Approval/Permits, click the **Learn More** link in eTRAKiT**.**

Location *

a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.

b. In the **Search Value** field, type a partial to full address and click **Search**.

The system retrieves results matching characters types.

c. Select appropriate selection.

The system displays the full address for your selection, for example

172316105013

10002 REUNION PKWY

COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Early Grading Permit Attachments required:
- Stormwater Management Plan
- Tree Conservation Plan
- Sketch Plat
- Waiver Consent Form or Hold Harmless Letter

Grading Permit Attachments required
- Stormwater Management Plan
- Construction Drawings
- Drainage Report

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.

The Description field displays.

b. Optionally 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.

 05/08/2023

f. Enter information for * *required* contacts, and for and optional contacts as needed:

* = Required

R	Field
*	Applicant Information (Prepopulated)
	Developer Information
	Company Information
	Owner Information (Prepopulated)
	Contractor Information
	Right of Way Contractor information *Note*: To copy above Contractor Information, click **Copy Contractor Information**. All above-entered data in that set of fields is copied here.

6. Click **Next Step**.

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

05/08/2023

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

The Permit Application: Step 4 Checkout/Confirmation message displays.

8. Pay your fees. Click **Pay by Credit Card or Pay with ECheck** and follow the prompts to pay your Permit bill.

   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.
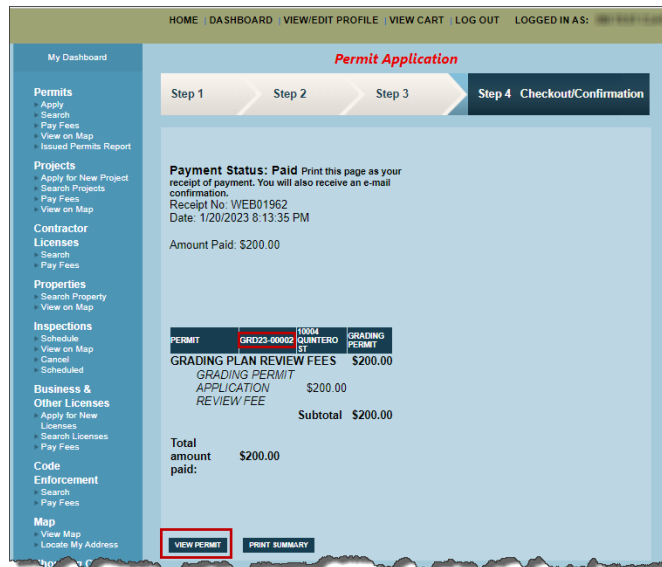
In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

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

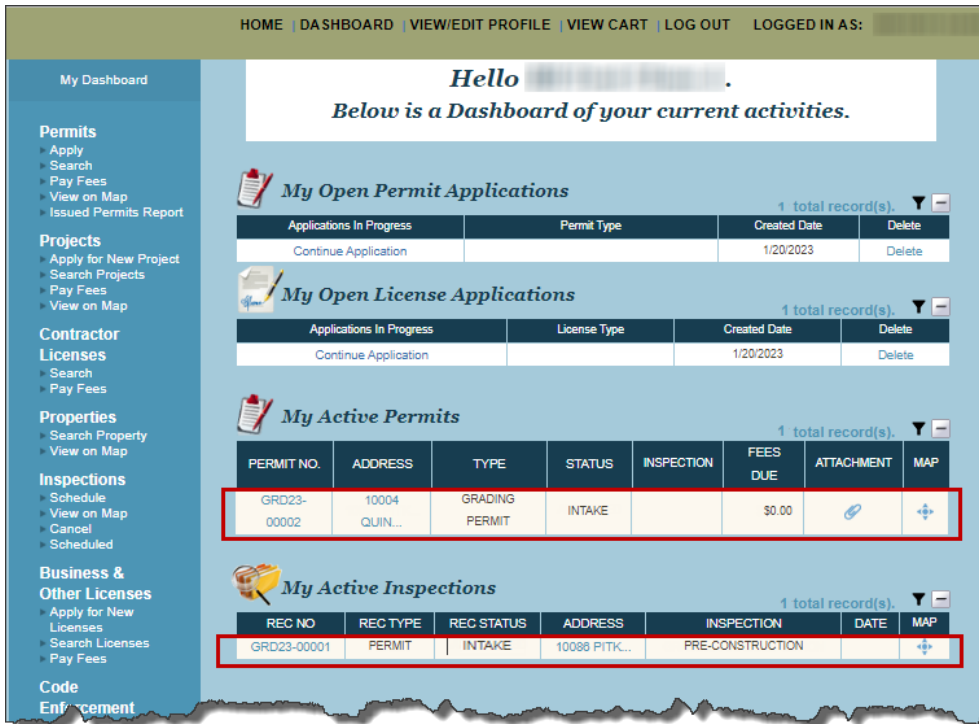| Tab	Content	Content Description
Permit Info	Type: GRADING PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 4/29/2022 Approved Date: Issued Date: Finaled Date: Expiration Date: Attachments: CO_process.pdf	Data you input plus any attachments uploaded to this permit are displayed.
Site Info	Address: 10086 PITKIN WAY 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	Address of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip APPLICANT OWNER CONTRACTOR RIGHT OF WAY CONT...	Data input on the Contact Information screen.
Fees	Description / Amount / Paid Date GRADING PLAN REVIEW FEES / $200.00 / 4/29/2022 Charged: $200.00 Balance Due: $0.00	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.
Inspections	Type / SEQ# / Result / Scheduled Date / Time / Completed / Time / More Info PRE-CONSTRUCTION / 0 / More Info GRADING INITIAL ACC... / 0 / More Info GRADING FINAL ACCE... / 0 / More Info	Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.

 05/08/2023

Tab	Content	Content Description
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	Type / GRADING PERMIT REVIEW / GRADING PLAN REVIEW — Reviewer / PW STORMWATER… / PW ENGINEERS B… — Status — Submitted / 4/29/2022 / 4/29/2022 — Completed — More Info / More Info / More Info	The parties that will be reviewing your permit request.
Learn More		

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).

10. To monitor the review and approval process, refer to Section 3.8 Permit's Review & Approval Process.

5.2 Requesting a Right of Way Permit

Request Via View on Maps (Preferred Method)

Request via Apply

_____

Requesting via Maps (Preferred Method)

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.
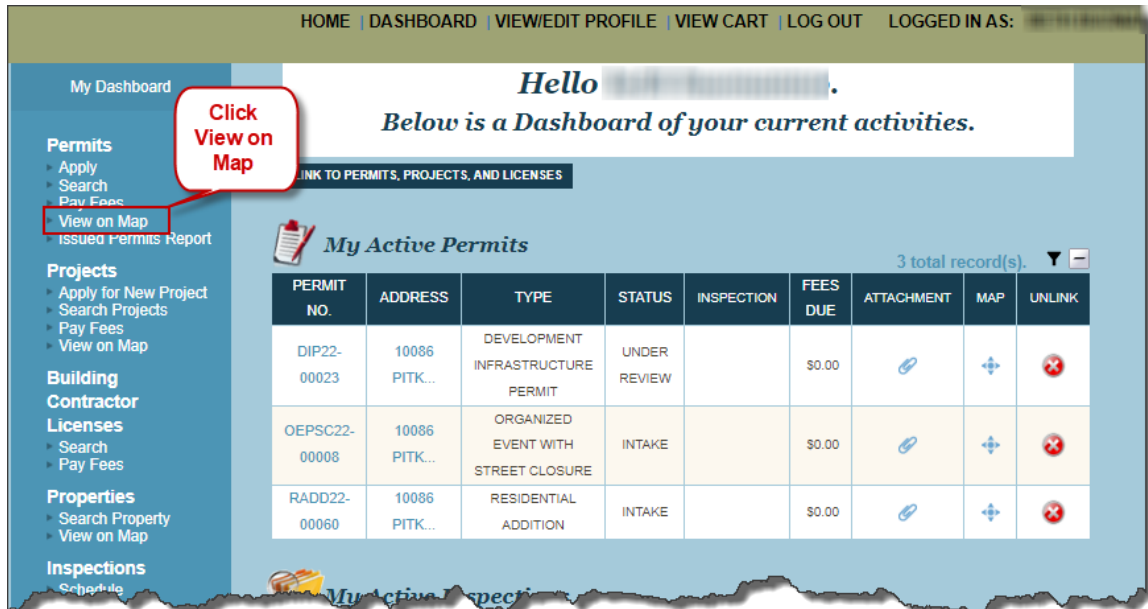
2. On the left navigation bar under Permits, click **View on Map**.

   The GIS map loads and downloads. This process may take a few minutes.

   The Search Datagrid window pops up.

3. Go the following:

   a. For the **Search Datagrid** popup, click the **X** to close.
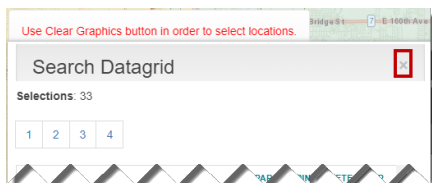
   b. On the top navigation bar, click the **X** Clear Graphics button to remove graphics from map.
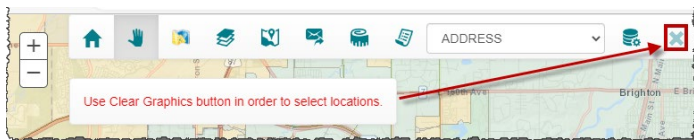
The graphics do not display on the map.
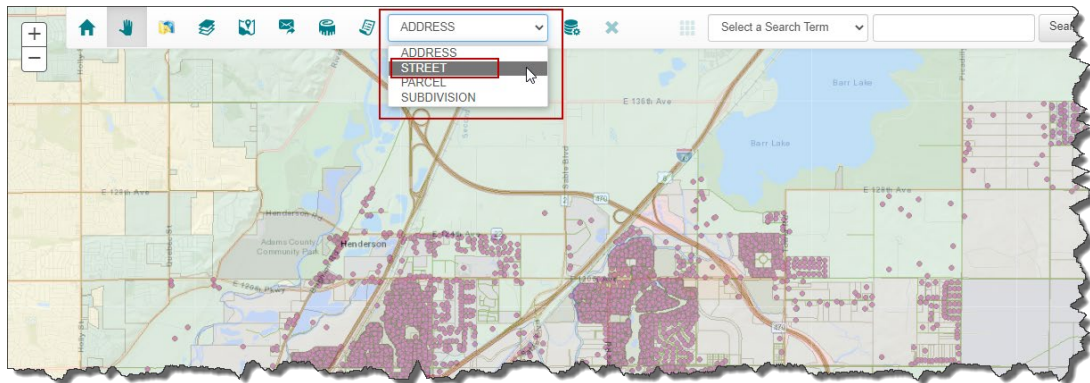
4. As shown above from the top drop-down list, select **Street**.

5. Use the + plus sign on the top left to zoom in to find the street. Also, you can left click, hold, and drag map to move view.

6. Click on the appropriate street.

A red dotted line displays on the street and the following window displays.
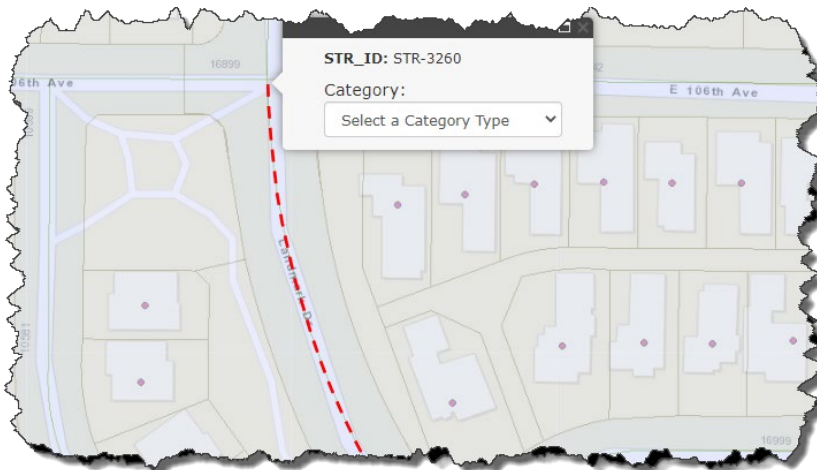
7. From the **Category** drop-down list, select **Permits**.

The Type field displays.
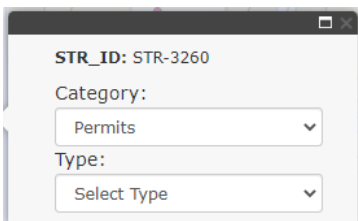
8. From the **Type** drop-down list, select **Right-of-Way Permit**.

The Location field displays.
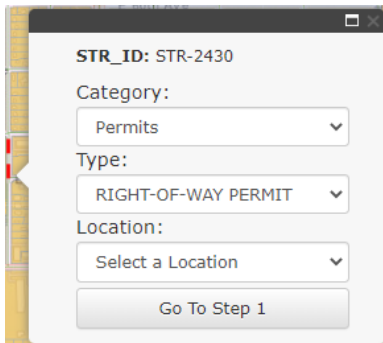
The Location field displays. This location is based on the area where the red-dotted line displays, and can be adjusted.

9. From the Location drop-down list, select the address range.

Important: If you click back on the map to adjust location, you must repeat steps 5-9.

10. Click the **Go to Step 1** button, and then in this document go to Step 1 Permit Information: Short Description below.

Requesting via Apply

1. From the external home page, click **Login** to login to eTRAKiT.

You are redirected to a dashboard of the current activities.
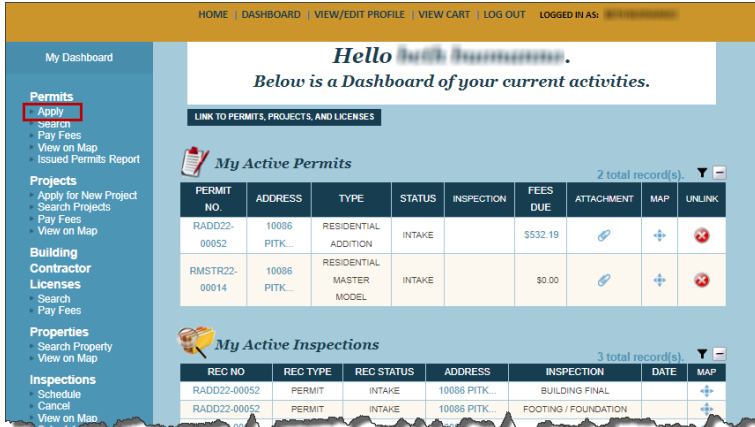
2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.
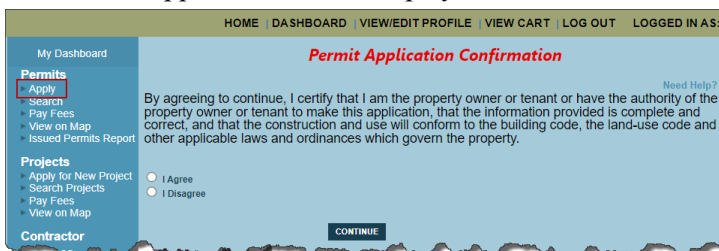
3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of `Right of Way Permit`
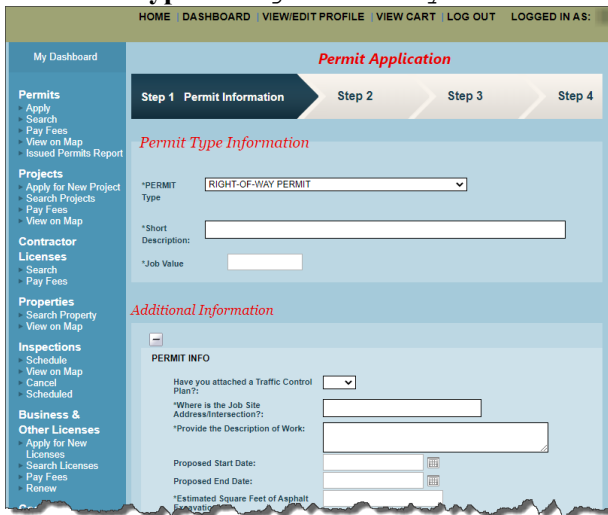
4. Go to Step 1: Permit Information.

Step 1: Permit Information

1. Complete the following sections of the screen, dependent on your Permit selections.

    EXAMPLE: In this example I chose `Right of Way Permit.`

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: `Right of Way Permit`
*	Short Description	To give as much information as possible, describe your intent for the permit, for example "Digging up road between 10500-10599 Landmark Drive."
*	Job Value	The monetary estimated value of the work to be done, for example `75000`. No dollar signs or commas allowed – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Right of Way Permit`, **Additional Information: Permit Info** displays.

R	Field	Description
*	Have you attached a traffic Control Plan?	From the drop-down list, select an answer. **Important**: In the Attachment section below, attach a Traffic Control Plan.
*	Where is the Job Site Address/Intersection?	Type the intersection streets for example `Rosemary and 88`th.
*	Provide the Description of Work	Summarize the type of work to be done.
*	Proposed Start Date	Click the calendar and select the proposed start date.
*	Proposed End Date	Click the calendar and select the proposed end date.
*	Estimated Square Feet of Asphalt Excavation	Type the number of estimated square feet, for example `4000`.
*	What is the estimated square feet of Concrete?	Type the number of estimated square feet, for example `4000`.
*	What is the estimated linear feet of Concrete?	Type the number of estimated linear feet, for example `20`.
*	Number of Bores/Potholes	Type a number, for example `20`.
*	Estimated Linear Feet of Bore	Type the number of estimated linear feet, for example `20`.
*	Number of Culverts	Type the number of culverts, for example `2`.
	Arterial Streets Number of days impacted	Number of days streets are affected.
*	What is the length (ft) of Arterial Lanes Impacted	Type the number of feet, for example `500`.
*	Arterial Days Impacted	Type the number of days, for example `5`.

Permit Info 2

R	Field	Description
*	What is the length (ft) of Collector Lanes Impacted	Type the number of feet, for example `5`.
*	Collector Days Impacted:	Type the number of days, for example `5`.
*	What is the length (ft) of Local Lanes Impacted	Type the number of feet, for example `5`.

 05/08/2023

R	Field	Description
*	Local Days Impacted	Type the number of days, for example 5.
*	What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk?	Type the number of linear feet, for example 30
*	Who is doing the Pavement Repair	Type the name or role of the responsible party.
*	Who is providing the Barricades?	Type the name or role of the responsible party.
*	Please note: Subcontractors require COI and a Valid Business License. Please submit if applicable.	**Important:** In Attachments section, attach the COI and a valid business license.

Location *

Important: Pre-populated if View on Map option (preferred method) was used- go to Attachments below.

To choose a location:

a. In the **Search By** field, From the drop-down list, select **Address**.

b. In the **Search Value** field, type the street name—for example Monaco—and click **Search**.

The system retrieves results matching characters types of street segments.

c. Select appropriate selection.

The system displays the full address for your selection, for example:

STR-4292

4800-4899 MONACO ST

COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

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.

The Description field displays.

b. Optionally 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.

Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.
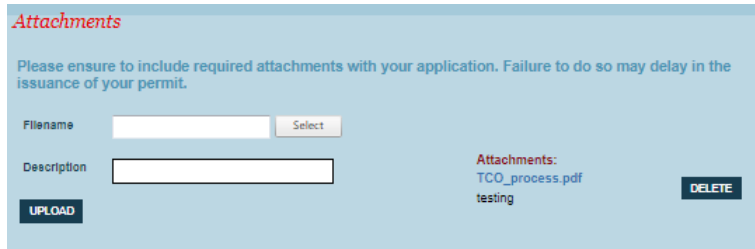
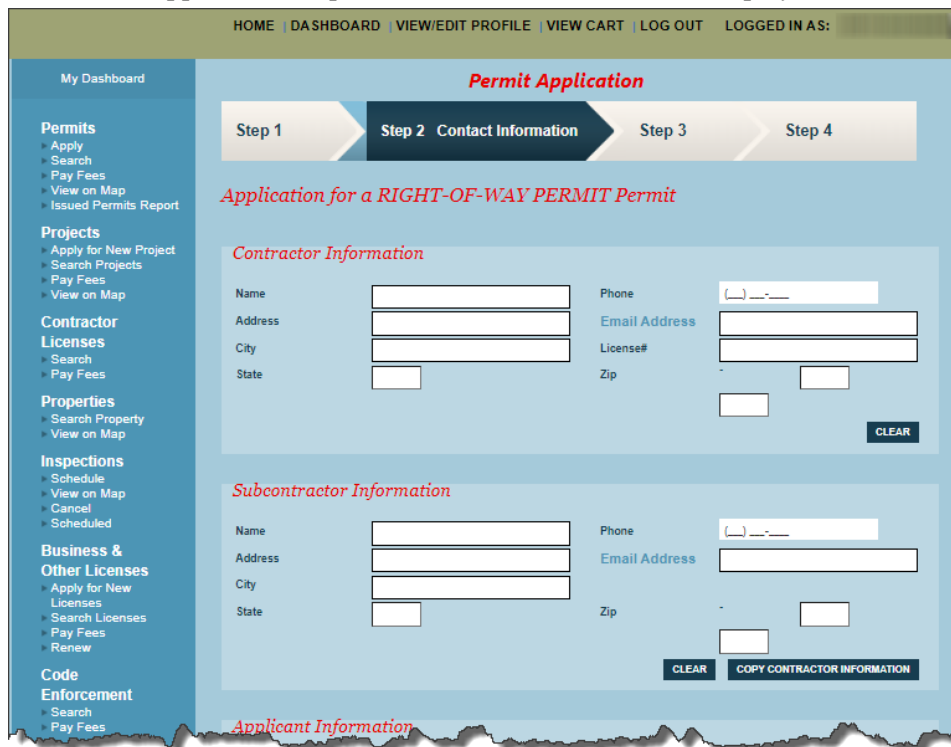| Filename | | Select | | | |
| Description | | | Attachments: TCO_process.pdf testing | | DELETE |
| UPLOAD | | | | | |

e. As needed, upload additional files.

2. Click **Next Step**.

displays.

Step 2: Contact Information

1. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS:

My Dashboard

Permit Application

| Step 1 | Step 2 Contact Information | Step 3 | Step 4 |

Application for a RIGHT-OF-WAY PERMIT Permit

Permits
- Apply
- Search
- Pay Fees
- View on Map
- Issued Permits Report

Projects
- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor Licenses
- Search
- Pay Fees

Properties
- Search Property
- View on Map

Inspections
- Schedule
- View on Map
- Cancel
- Scheduled

Business & Other Licenses
- Apply for New Licenses
- Search Licenses
- Pay Fees
- Renew

Code Enforcement
- Search
- Pay Fees

Contractor Information

Name		Phone	(__) __-__
Address		Email Address	
City		License#	
State		Zip	-
			CLEAR

Subcontractor Information

Name		Phone	(__) __-__
Address		Email Address	
City			
State		Zip	-
		CLEAR	COPY CONTRACTOR INFORMATION

Applicant Information

       05/08/2023

a. Enter information for * *required* contacts, and for optional contacts as needed:
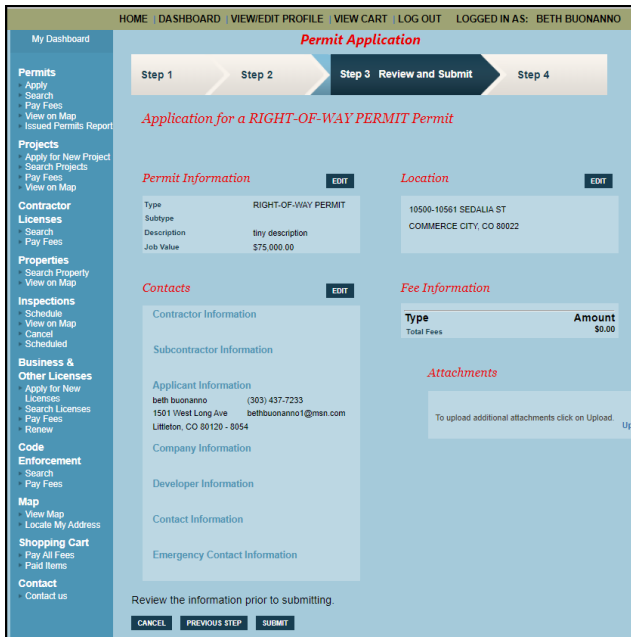
* Required

| R	Field
	Contractor Information
	Subcontractor Information If contractor Information above is populated, you can click the Copy Contractor Information button to copy and paste to this section.
*	Applicant Information (Prepopulated and changeable)
	Company Information
	Developer Information
	Contact Information
	Emergency Contact Information

2. Click **Next Step**.

The Step 3: Review and Submit screen displays.

Step 3: Review and Submit

1. Review screen and click **Submit**.

The Permit Search/Summary screen displays.
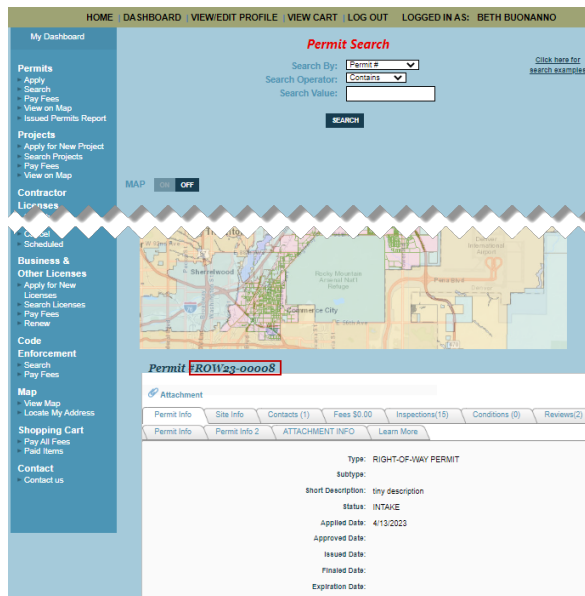
2. Go to Step 4: Permit Search/Summary.

Step 4: Permit Search/Summary

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.
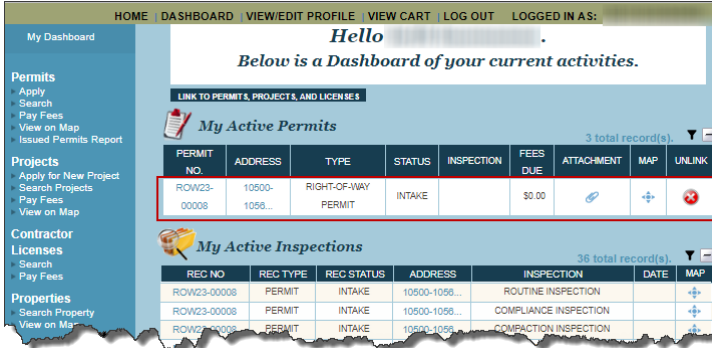
Tab	Content	Content Description
Permit Info	Type: RIGHT-OF-WAY PERMIT Subtype: STANDARD RIGHT OF WAY PERMIT Short Description: tiny description Status: INTAKE Applied Date: 6/7/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:	Data you input plus any attachments uploaded to this permit are displayed.
Site Info	Address: PITKIN CT City/State/Zip: COMMERCE CITY, CO, 80022 Property Type STREET APN: STR-14085 Subdivision: Tract: Block: Lot: Sect-Twp-Rng: Lot Size (SF): 0	Address of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip CONTRACTOR / Mr Clean APPLICANT / Mr Clean / 1 West Long Ave / Malomar, CO 80120 - 8054 OWNER / Contractor 1 / 1 West Long Ave / Malomar, CO 80120	Data input on the Contact Information screen.

     05/08/2023

Tab	Content	Content Description
Fees		At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and displays fees already paid, if any.
	Description / Amount / Paid Date RIGHT OF WAY PERMIT — $50.00 — 6/7/2022	
Inspections	**Type / SEQ# / Result / Scheduled Date / Time / Completed / Time / More Info** ROUTINE INSPEC... 0 — More Info COMPLIANCE INS... 0 — More Info COMPACTION INS... 0 — More Info TRAFFIC CONTRO... 0 — More Info PROOF ROLL 0 — More Info STREET CUT INSP... 0 — More Info BACKFILL INSPEC... 0 — More Info SIDEWALK/CURB/... 0 — More Info DRIVE APRON INS... 0 — More Info BORES/UTILITY P... 0 — More Info	Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	**Type / Reviewer / Status / Submitted / Completed / More Info** RIGHT-OF-WAY REVIEW — PW INSPECTO... — 6/7/2022 — More Info	The parties that will be reviewing your permit request.
Permit Info	Have you attached a Traffic Control Plan? — Yes Where is the Job Site Address/Intersection? — Rosemary and 88th Provide the Description of Work — testing Proposed Start Date — 5/30/2022 12:00:00 AM Proposed End Date — 6/17/2022 12:00:00 AM Estimated Square Feet of Asphalt Excavation — 100 Estimated Linear Feet of Bore — 100 Number of Bores/Potholes — 5 Number of Culverts — 5 Arterial Streets Number of Days Impacted — 4 What is the Length (ft) of Arterial Lanes Impacted — 500 Collector Streets Number of Days Impacted — 3	Additional Permit Information.

Tab	Content	Content Description
Permit Info 2	What is the Length (ft) of Collector Lanes Impacted 100 Local Street Number of Days Impacted 3 What is the Length (ft) of Local Lanes Impacted 100 What is the Estimated Linear Feet of Concrete? 20 What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk? 100 Who is doing the Pavement Repair? subcontractor Who is Providing the Barricades? subcontractor Attach a Traffic Control Plan Below Yes Please note: Subcontractors require COI and a Valid Business License. Please submit, if applicable. Attachments Included For street classifications and if they impact arterial/collector/local streets Click Here	Additional Permit Information.
Attachment Info	If you have attached a document, it displays on the Permit Info Tab. See Permit Info Tab	If you answered Yes to any questions about attaching documents, the question and your answer displays here.

   05/08/2023

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).

3. To monitor the review and approval process, refer to [Section 3.8 Permit's Review & Approval Process](#).

5.3 Requesting a Capital Improvement Project Permit

A Capital Improvement Project Permit is a permit that initiated for a city-wide project. After a project is awarded, you as the contractor can apply for this permit.

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.

2. Under the **Permits** heading, click **Apply**.

   The Permit Application screen displays.

     05/08/2023
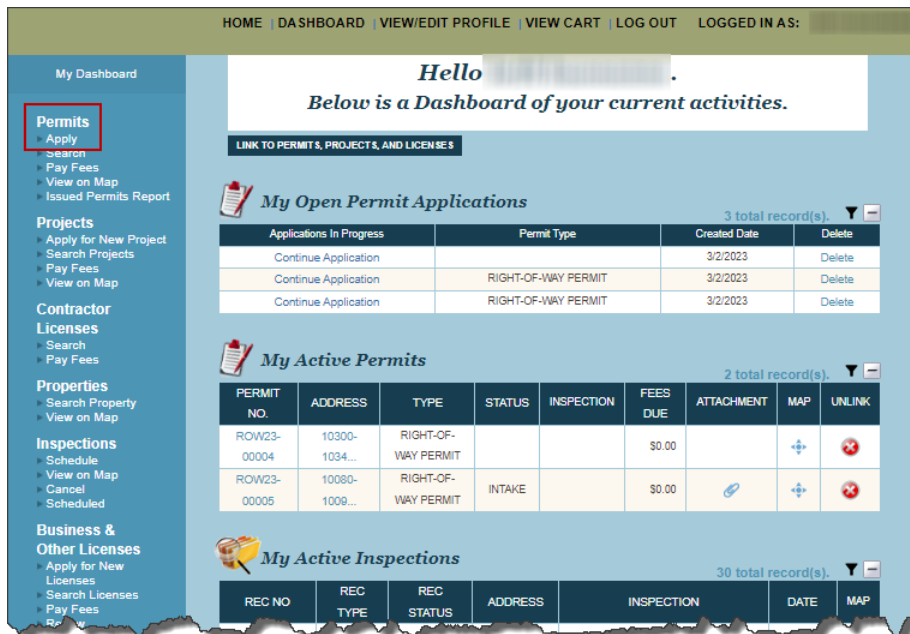
3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of `Capital Improvement Project Permit`
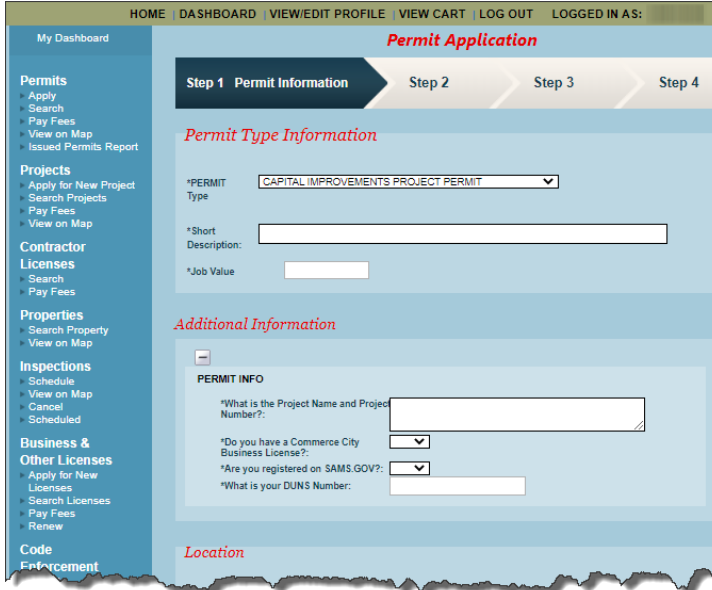
4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose `Capital Improvements Project.`

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 `Capital Improvement Project`
*	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 – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Capitol Improvement Project`, **Additional Information: Permit Info** displays.

R	Field	Description
*	What is the Project Name and Project Number?	Type the name and number.
*	Do you have a Commerce City Business License?	**Important:** In <u>Attachments</u> section. Attach your valid Commerce City business license.
*	Are you registered on SAMS.GOV?	Ensure you are registered on SAMS.GOV prior to requesting this permit.
*	What is your DUNS Number:	Type your DUNS number.

Location *

a. In the **Search By** field, From the drop-down list, select **Address**.

b. In the **Search Value** field, type `CIP` and click **Search**.

  The system retrieves results matching characters types.

c. Select appropriate selection.

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

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.

  The Description field displays.

b. Optionally 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.

     05/08/2023

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.

a. Enter information for *required* contacts, and for optional contacts as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contractor information
	Contact 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 **Submit**.

The Summary screen 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.

 05/08/2023

Tab	Content	Content Description
Permit Info	Type: CAPITAL IMPROVEMENTS PROJECT PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 5/16/2022 Approved Date: Issued Date: Finaled Date: Expiration Date: Attachments: CO_process.pdf	Data you input plus any attachments uploaded to this permit are displayed.
Site Info	Address: PITKIN CT City/State/Zip: COMMERCE CITY, CO, 80022 Property Type: STREET APN: STR-14085 Subdivision: Tract: Block: Lot: Sect-Twp-Rng: Lot Size (SF): 0	Address of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip APPLICANT / Mr Clean / 1 West Long Ave / Malomar, CO 80120 - 8054 OWNER / Contractor 1 / 1501 / Littleton, CO 80120 CONTRACTOR / Mary Contractor	Data input on the Contact Information screen.
Fees	Description / Amount / Paid Date No records to display. Charged: $0.00 Balance Due: $0.00	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid, if any.
Inspections	Type / SEQ# / Result / Scheduled Date / Time / Completed / Time / More Info INFRASTRUCTURE INI... / 0 / / / / / / More Info ROUTINE INSPECTION / 0 / / / / / / More Info TRAFFIC CONTROL IN... / 0 / / / / / / More Info	Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	Type / Reviewer / Status / Submitted / Completed / More Info PW - PERMIT TECH REVIEW / PW PERMIT TECH ... / / 5/18/2022 / / More Info	The parties that will be reviewing your permit request.
Permit Info	What is the Project Name and Project Number? Test Project 12345 Do you have a Commerce City Business License? Yes Are you registered on SAMS.GOV? Yes What is your DUNS Number 0	Additional Permit Information.

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).

8. To monitor the review and approval process, refer to .

         05/08/2023

5.4   Requesting a Development Infrastructure Permit

To apply for a Development Infrastructure Permit:

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.

2. 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 `Development Infrastructure Permit`
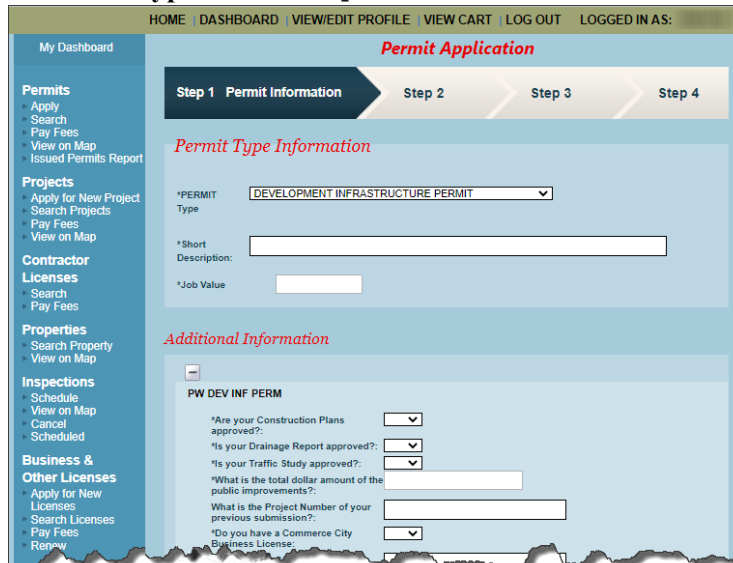
4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose `Development Infrastructure Permit`.

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 `Development Infrastructure Permit`
*	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.

Additional Information

PW DEV INF PERM

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Capital Improvements Project Permit`, **Additional Information** displays.

R	Field	Description
*	Are your Construction Plans approved?	From the drop-down list, select an answer.

 05/08/2023

R	Field	Description
		Important: To successfully request this permit, your Construction Plans must be approved.
*	Is your Drainage Report approved?	From the drop-down list, select an answer. **Important:** To successfully request this permit, your Drainage Report must be approved.
*	Is your Traffic Study approved?	From the drop-down list, select an answer. **Important:** To successfully request this permit, your Traffic Study must be approved.
*	What is the total dollar amount of the public improvements?	The total dollar amounts, for example `75000`. No dollar signs or commas allowed – they are generated.
	What is the project number of your previous submission?	Type the project number.
*	Do you have a Commerce City Business License?	From the drop-down list, select an answer. **Important:** To successfully request this permit, you must have a current Commerce City Business License.
*	What is your Commerce City Business License Number?	Type the Business License Number.

Location *

a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.

b. In the **Search Value** field, do one of the following:

  ▪ If you selected **Parcel ID**, type a partial or full entry, and click **Search**.

  ▪ If you are searching for a subdivision, ensure **Address** is selected above, type SUB, and click **Search**.

  The system retrieves results matching characters types.

c. Select appropriate selection.

  The system displays the full address for your selection—a subdivision example is:

  SA-1028

  LABCO RESUB

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

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.

  The Description field displays.

b. Optionally 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* contacts, and for any optional contacts as needed:

* = Required

R	Field
	Developer Information
*	Applicant Information (pre-populated and changeable)
	Engineer/Surveyor information
	Contractor Information
	Contact Information
	Emergency Contact 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 **Submit**.

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	Type: DEVELOPMENT INFRASTRUCTURE PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 6/6/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:	Data you input plus any attachments uploaded to this permit are displayed.

Tab	Content	Content Description
Site Info	Address: 10096 PITKIN WAY City/State/Zip: COMMERCE CITY, CO, 80022 Property Type: PARCEL APN: 172316216009 Subdivision: REUNION FILING NO 12 Tract: Block: Lot: 36 Sect-Twp-Rng: 16 2S 66W Lot Size (SF): 7316.96002037	Address or Parcel ID of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip APPLICANT / Mr Clean / 1 West Long Ave / Malomar, CO 80120 - 8054 OWNER / Contractor 1 / 1501 / Littleton, CO 80120 CONTRACTOR / Mary Contractor	Data input on the Contact Information screen.
Fees	Description / Amount / Paid Date No records to display. Charged: $0.00 Balance Due: $0.00	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.
Inspections	Type / SEQ# / Result / Scheduled Date / Time / Completed / Time / More Info INFRASTRUCTURE INI... / 0 / / / / / / More Info ROUTINE INSPECTION / 0 / / / / / / More Info TRAFFIC CONTROL IN... / 0 / / / / / / More Info	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.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	Type / Reviewer / Status / Submitted / Completed / More Info DEVELOPMENT INFRASTRUCT... / PW ENGINEER... / / 6/6/2022 / / More Info	The reviewer(s) who will be reviewing your permit request.
PW Dev Inf Perm	Are your Construction Plans approved? Yes Is your Drainage Report approved? Yes Is your Traffic Study approved? Yes What is the total dollar amount of the public improvements? 75000 What is the Project Number of your previous submission? 6543 Do you have a Commerce City Business License Yes What is your Commerce City Business License Number? 123456	Data you input to this permit is displayed.

     05/08/2023

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, 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).

8. To monitor the review and approval process, refer to [Section 4.8 Permit's Review & Approval Process](#).

5.5   Requesting an Overweight Oversized Transportation Permit

1. From the external home page, click **Login** to login to eTRAKiT.

You are redirected to a dashboard of the current activities.
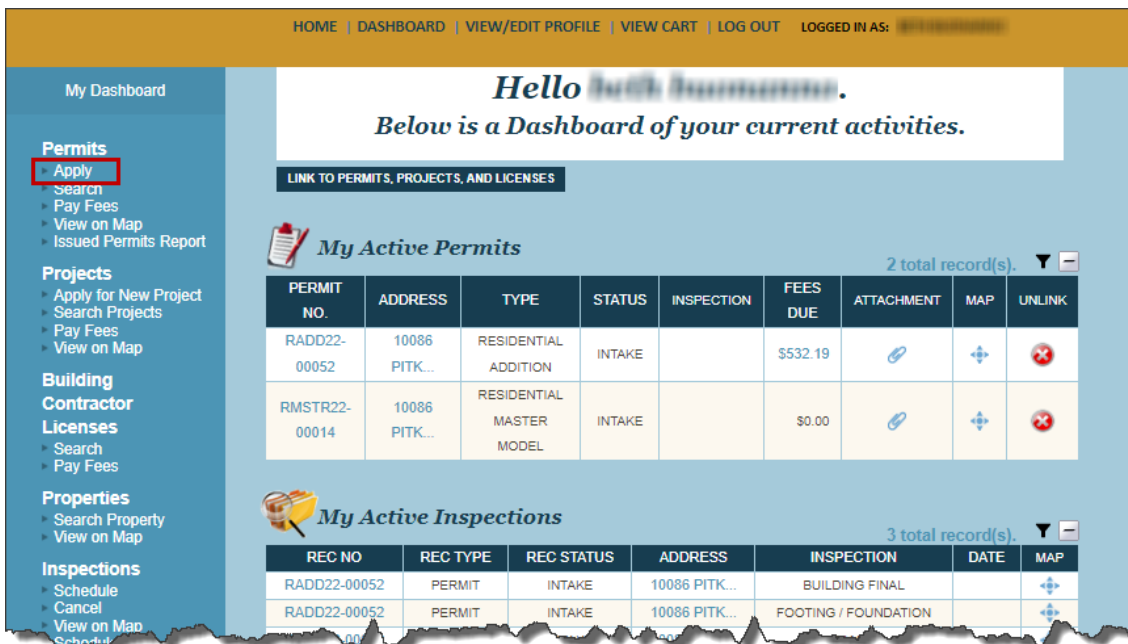
2. Under the **Permits** heading, click **Apply**.

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 `Oversize Overweight Single Trip Transportation Permit`
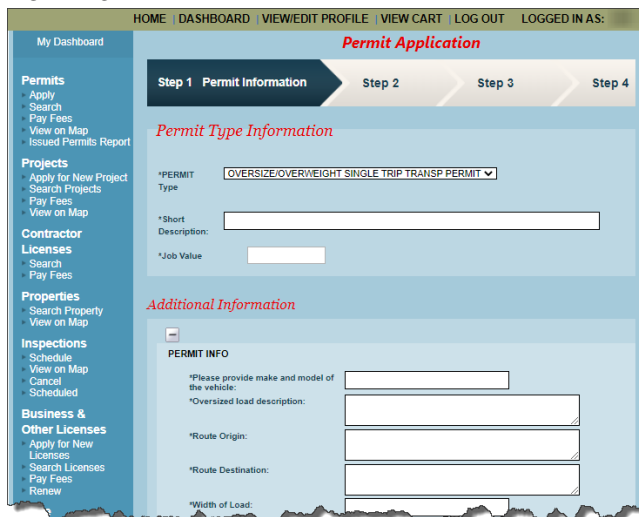
4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose `Oversize Overweight Single Trip Transportation Permit`.

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 `Oversize Overweight Single Trip Transportation Permit`
*	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.

05/08/2023

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Oversize Overweight Single Trip Transportation Permit,` **Additional Information** displays.

* = Required

R	Field	Description
*	Please provide the make and model of the vehicle	Type the make and model of the vehicle, for example `2005 Kenworth W900`.
*	Oversized load description	Describe the oversize load.
*	Route Origin	On what city, state, and highway did your trip originate?
*	Route Destination	What is your final destination?
*	Width of Load	State the width of the load, for example `15' 8"`
*	Height of Load	State the height of the load, for example `10' 2"`
*	Length of Load	State the length of the load, for example `10' 9"`
*	Estimated Weight of Load	Estimate the weight of the load, for example `1 ton` or `8000 pounds`.
*	Number of escort vehicles	Define the number of escort vehicles. For none, leave blank or type `0`.
*	Insurance Carrier and Policy Number	Type your vehicle's Insurance Carrier and the associated Policy Number.
*	What is the date and time of trip?	Define the date or date range in `mm/dd/yy`, and time of the trip, for example `4/2/22 8am`
*	Applicant Must Notify Utility Companies and City Police Department	From the drop-down list, select your acceptance or non-acceptance.

Permit Info 2

R	Field	Description
	Description of route (if not uploaded as an attachment)	Type a description of route, or indicate that the attachment describes the route.
*	What is the number of days single trip will be moved though Commerce City	Type the number of days.

Location Info 1

In the section below, please type the word "HAUL" and select the HAULROUTE option.

Location

a. In the **Search By** field, From the drop-down list, select **Address**.

b. In the **Search Value** field, type the word `HAUL` and click **Search**.

The system retrieves results matching characters types.

c. Select `Haul Routes - STREET`.

The system displays the the selection:

```
HaulRoutes
Haul Routes
```

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

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.

The Description field displays.

b. Optionally 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.

     05/08/2023

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.

a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact 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**.

8. The Permit Application: Step 4 Checkout/Confirmation message displays.

9. Pay your fees. Click **Pay by Credit Card or Pay with ECheck** and follow the prompts to pay your Permit bill.

    b. Enter **Payment Information**, and click **Next Step: Review Payment**.

        The Review Payment screen displays.

    c. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

        You are returned to the Step 4 Checkout/Confirmation screen.

 05/08/2023

In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

10. To view the permit, click **View Permit** or click the **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	Type: OVERSIZE/OVERWEIGHT SINGLE TRIP TRANSP PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 6/6/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:	Data you input plus any attachments uploaded to this permit are displayed.
Site Info	Address: Haul Routes City/State/Zip: Property Type STREET APN: HaulRoutes Subdivision: Tract: Block: Lot: Sect-Twp-Rng: Lot Size (SF): 0	Address or Parcel ID of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip APPLICANT / Mr Clean / 1 West Long Ave / Malomar, CO 80120 - 8054 OWNER / Contractor 1 / 1501 / Littleton, CO 80120 CONTRACTOR / Mary Contractor	Data input on the Contact Information screen.
Fees	Description / Amount / Paid Date PW - OVERSIZED WEIGHT SINGLE TRIP FEE / $0.00 Charged: $0.00 Balance Due: $0.00	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.
Inspections	There are currently no inspections on this record.	Based on the permit created, several inspections may be triggered, or none will 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.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	Type / Reviewer / Status / Submitted / Completed / More Info PW - PERMIT TECH REVIEW / PW PERMIT TE… / / 6/6/2022 / / More Info TRANSPORTATION PERMIT RE… / PW INSPECTO… / / 6/6/2022 / / More Info	The reviewer(s) who will review your permit request.

 05/08/2023

Tab	Content	Content Description
Permit Info	Please provide make and model of the vehicle: 2005 Kenworth W900; Oversized load description; Route Origin; Route Destination; Width of Load; Height of Load; Length of Load; Estimated Weight of Load; Number of escort vehicles: 0; Insurance Carrier and Policy Number; What is the date and time of trip? 7/7/7777; Applicant Must Notify Utility Companies and City Police Department: Accept	Additional Permit Information.
Permit Info 2	Description of route (if not uploaded as an attachment): 5465465; What is the number of days single trip will be moved through Commerce City: 4	Additional Permit Information.
Location Info 1	In the section below, please type the word "HAUL" and select the HAULROUTE option.	Displays address input instructions for this type of permit.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, 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).
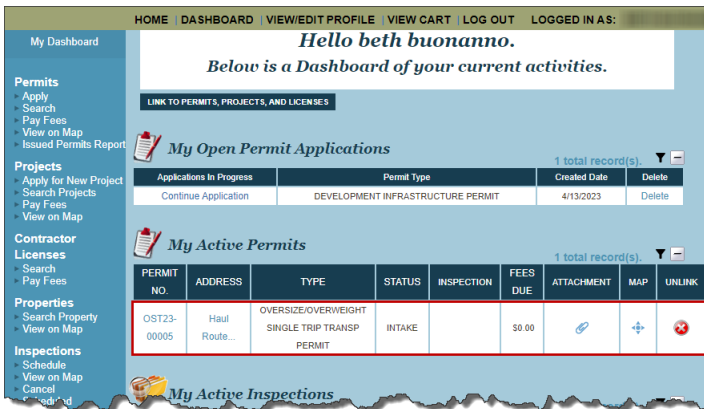
11. To monitor the review and approval process, refer to Section 4.9 Permit's Review & Approval Process.

5.6 Requesting Street Occupancy Closure Permit

Important: If you are having a block Party, please apply for a **Temporary Events and Uses Permit**.

Important: If you are performing excavation or street cut work, please apply for a **Right-of-Way Permit**.

To request a Street Occupancy Closure Permit for a non-organized event:

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.
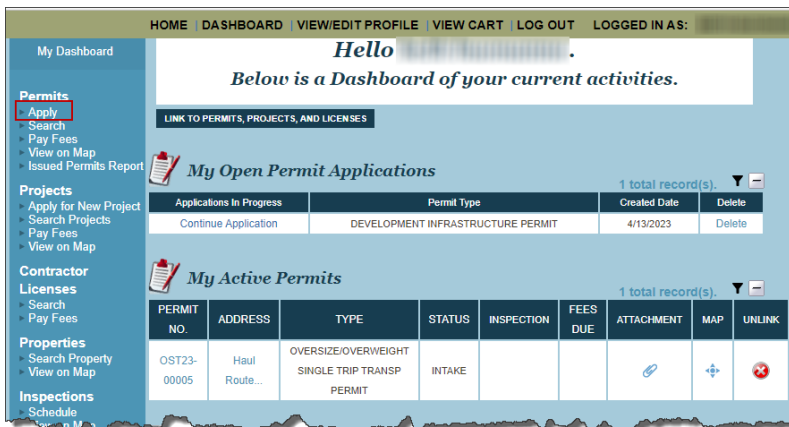
2. Under the **Permits** heading, click **Apply**.

   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 `Street Occupancy Closure Permit`

 05/08/2023

4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose `Street Occupancy Closure Permit`.

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 `Street Occupancy Closure Permit`
*	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 type `75000`. No dollar signs or commas allowed-they are auto-generated

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Street Occupancy Closure Permit`, **Additional Information** displays.

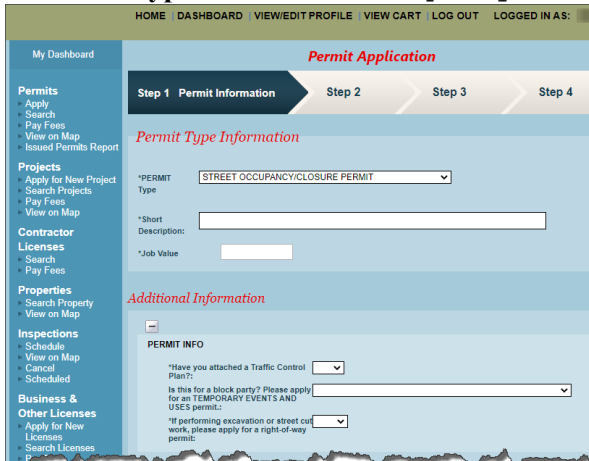| R	Field	Description
*	Have you attached a Traffic Control Plan?	From the drop-down list, select your answer.
		Important: To have this permit processed successfully, you must attach the Traffic Control Plan.
*	Is this for a block party? Please apply for a TEMPORARY EVENTS AND USES permit:	From the drop-down list, is you select **Yes**, then **STOP!!! Please apply for a Temporary Events and Uses Permit.**
*	If performing excavation or street cut work, please apply for a right-of-way permit:	From the drop-down list, is you select **Yes**, then **STOP!!! Please apply for a Right of Way Permit.**

Location *

a. In the **Search By** field, From the drop-down list, select **Parcel ID**.

b. In the **Search Value** field, type `ST` and click **Search**.

The system retrieves results matching characters types.

c. Select appropriate selection.

The system displays your selection, for example

STR-1310

12470-13167 CAMERON DR

BRIGHTON, CO 80603

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

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.
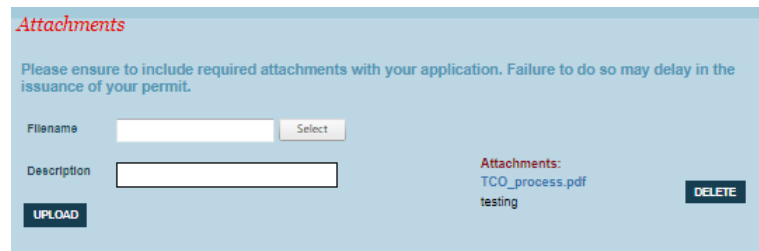
The Description field displays.

b. Optionally 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.
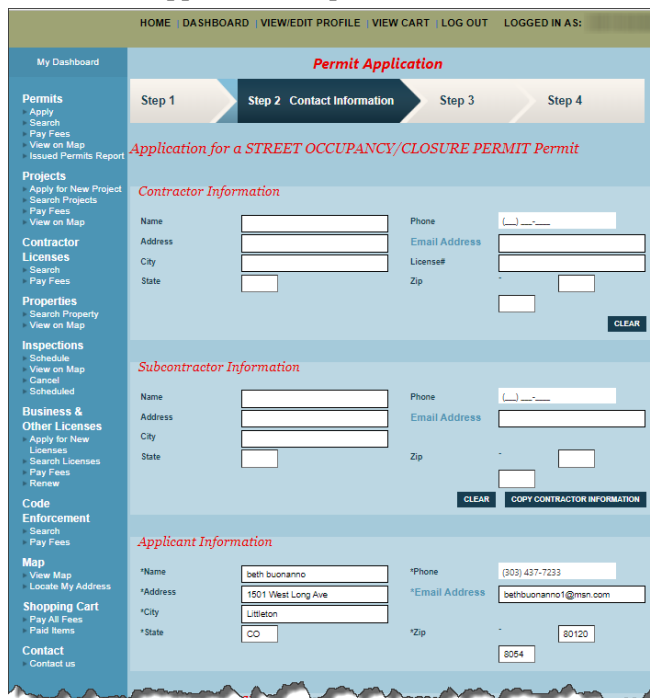
d. Click **Accept**.

The system displays the file as uploaded.

e. As needed, upload additional files.

5. Click **Next Step**.

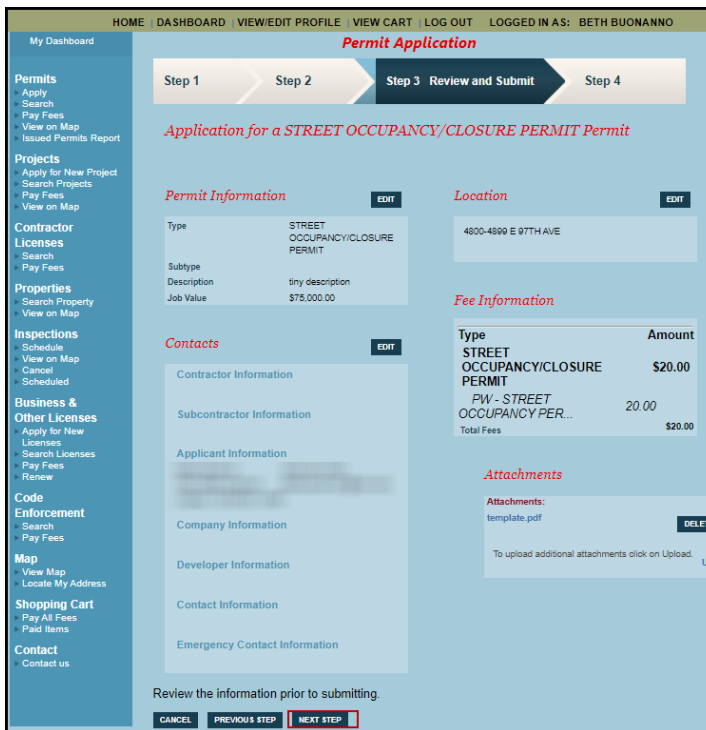The Permit Application Step 2: Contact Information screen displays.

a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Contractor Information
	Subcontractor Information *Note:* To copy above contact information, click **Copy Contractor Information**.
*	Applicant Information (pre-populated and changeable)
	Company Information
	Developer Information
	Contact Information
	Emergency Contact 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 Step 4 Checkout/Confirmation screen displays.
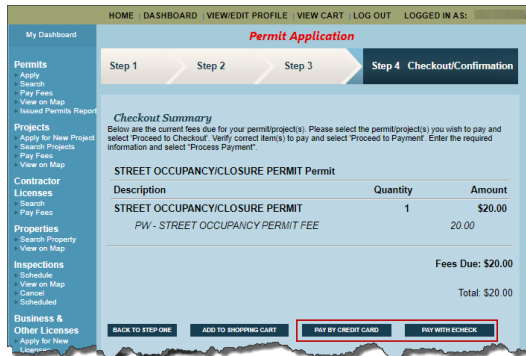
8. Pay your fees. Click **Pay by CREDIT CARD** or **Pay with ECHECK** and follow the prompts to pay your Permit bill.

    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.
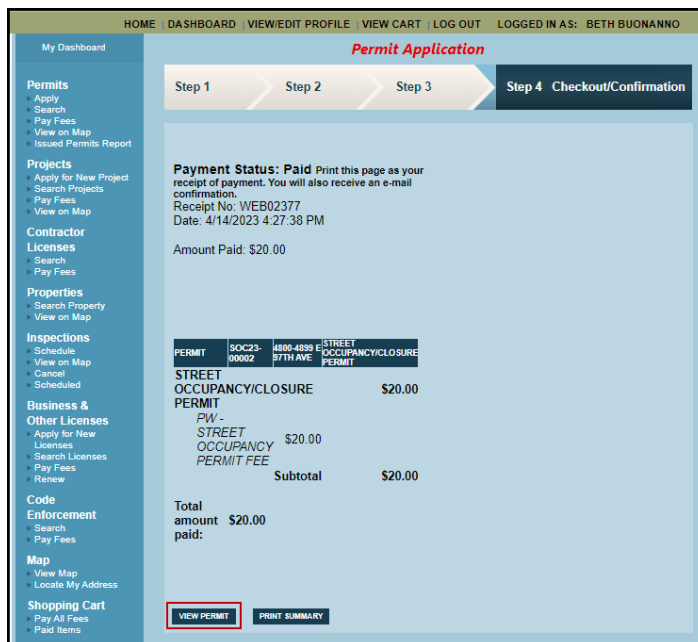
In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

9. 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.

 05/08/2023

Tab	Content	Content Description
Permit Info	Type: STREET OCCUPANCY/CLOSURE PERMIT Subtype: Short Description: tiny description Status: INTAKE Applied Date: 6/9/2022 Approved Date: Issued Date: Finaled Date: Expiration Date:	Data you input plus any attachments uploaded to this permit are displayed.
Site Info	Address: PITKIN CT City/State/Zip: COMMERCE CITY, CO, 80022 Property Type STREET APN: STR-14085 Subdivision: Tract: Block: Lot: Sect-Twp-Rng: Lot Size (SF): 0	Address or Parcel ID of the site and associated lot details.
Contacts	Contact Type / Name / Address / City/State/Zip APPLICANT — beth buonanno — 1 West Long Ave — Malomar, CO 80120 - 8054 CONTRACTOR — Mr Clean OWNER — Contractor 1 — 1 West Long Ave — Malomar, co 80120 - 8054	Data input on the Contact Information screen.
Fees	Description / Amount / Paid Date STREET OCCUPANCY/CLOSURE PERMIT — $20.00 — 6/9/2022	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.
Inspections	Type / SEQ# / Result / Scheduled Date / Time / Completed / Time / More Info ROUTINE INSPECTI... — 0 — More Info TRAFFIC CONTROL... — 0 — More Info ON SITE TRAFFIC ... — 0 — More Info	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.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews	Type / Reviewer / Status / Submitted / Completed / More Info PW - PERMIT TECH REVIEW — PW PERMIT TE... — 6/9/2022 — More Info	The reviewer(s) who will be reviewing your permit request.
Permit Info	Have you attached a Traffic Control Plan? Yes	Additional Permit Information.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, 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).

10. To monitor the review and approval process, refer to <u>Section 5.9 Permit's Review & Approval Process</u>.

5.7 Applying for Annual Longer Vehicle Permit

Use the instructions below to apply for an **Annual Longer Vehicle Combination Permit**.

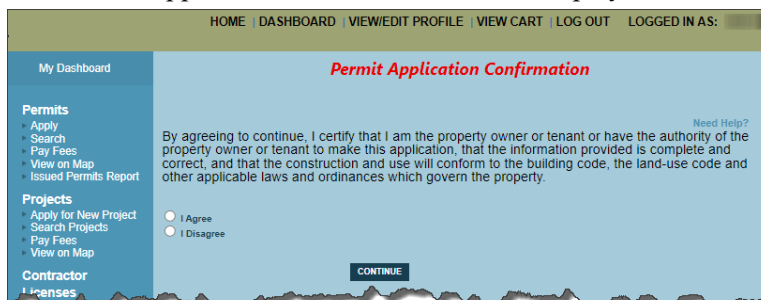To apply for an **Annual Longer Vehicle Combination Permit**:

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.
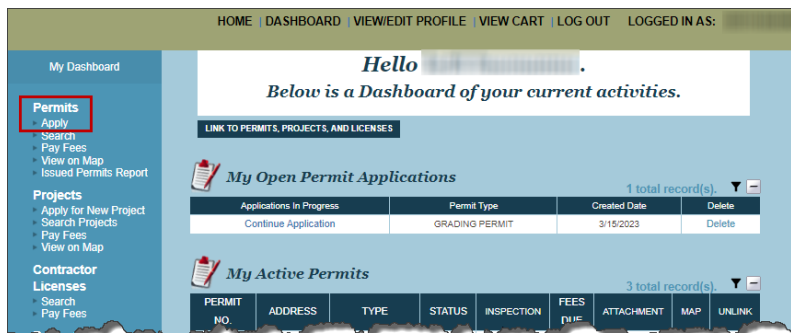
2. Under the **Permit** heading, click **Apply**.

   The Permit Application Confirmation screen displays.

3. After reading the confirmation statement, click **I Agree**, and then click **Continue**.
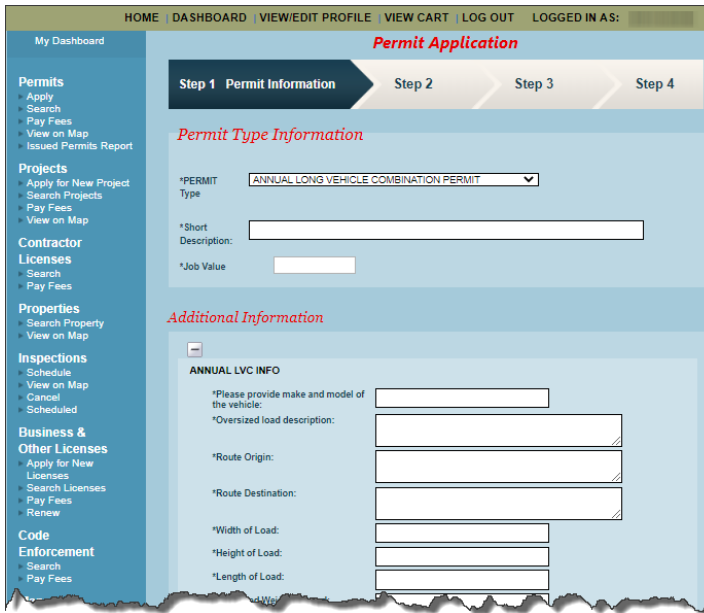
EXAMPLE: In this example I chose `Annual Long Vehicle Combination Permit`.

4. Complete the following sections of the screen, dependent on your Permit selections.

Permit Type Information

Select/type the following required information:

* = Required

R	Field	Description
*	Permit Type	From the drop-down list, select the Permit Type. EX: Here, `Annual Long Combination Permit`
*	Short Description	Type a short description of intended permit use.
*	Job Value	Type the dollar value. Do not use dollar signs, decimals, or commas.

Additional Information

Annual LVC Info

Provide the following information to obtain your permit/license.

* Required

R	Field	Description
*	Please provide make and model of the vehicle:	Type the make and model of the vehicle, for example `2005 Kenworth W900`
*	Oversized load description:	Describe the oversize load.
*	Route Origin:	On what city, state, and highway did your trip originate?
*	Route Destination:	What is your final destination?

R	Field	Description
*	Width of Load:	State the width of the load, for example `15' 8"`
*	Height of Load:	State the height of the load for example `15'` or `15 feet`
*	Length of Load:	State the length of the load, for example `20'` or `20 feet`
*	Estimated Weight of Load:	Estimate the weight of the load, for example `1 ton` or `8000 pounds`.
*	Number of escort vehicles:	Define the number of escort vehicles. For none, leave blank or type `0`.
*	Insurance Carrier and Policy Number:	Type your vehicle's Insurance Carrier and the associated Policy Number.
*	What is the date and time of trip?	Define the date or date range in `mm/dd/yy`, and time of the trip, for example `4/2/22 8am`
*	Applicant Must Notify Utility Companies and City Police Department:	Denote your acceptance or non-acceptance.

Location Info 1

In the section below, please type the word "HAUL" and select the HAULROUTE option.

Location *

a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.

b. In the **Search Value** field, type the word `HAUL` and click **Search**.

   The system retrieves results matching characters types.

c. Select **HAUL ROUTES**.

   The system displays the Location:

   HaulRoutes

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

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

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

   The Description field displays.

b. Optionally 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.

Note: Attachments become the property of Commerce City.

 05/08/2023

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.

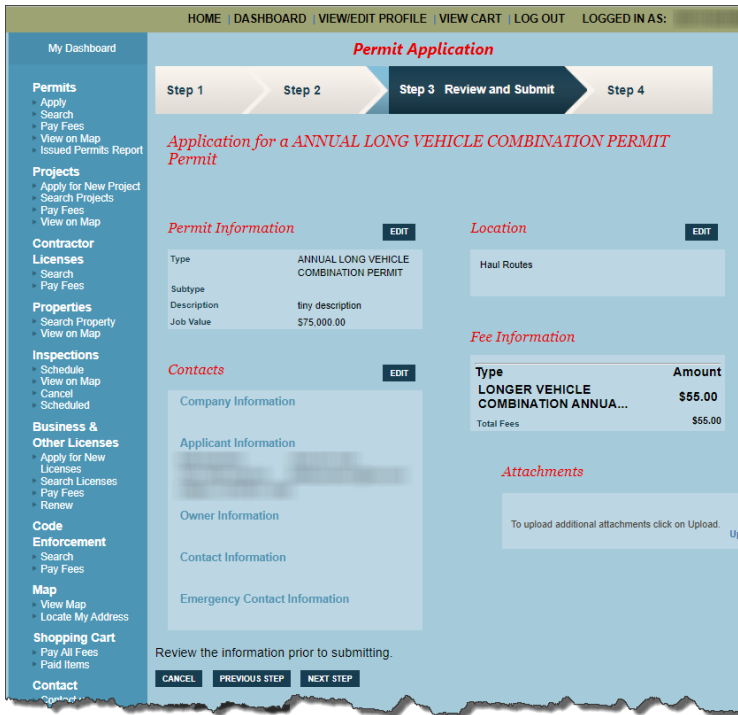6. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

| R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact Information

7.

8. Click **Next Step**.

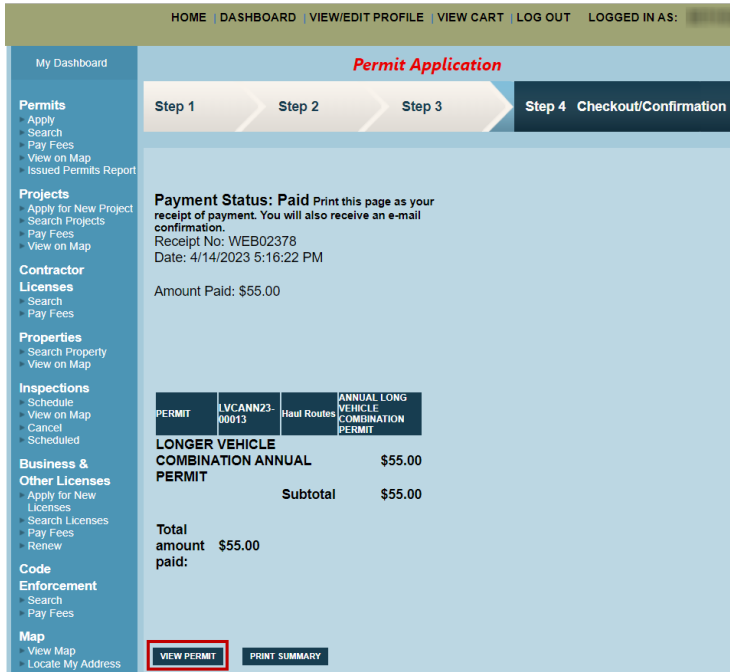The Permit Application: Step 3 Review and Submit screen displays.

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

The Permit Application: Step 4 Checkout/Confirmation screen displays.

05/08/2023
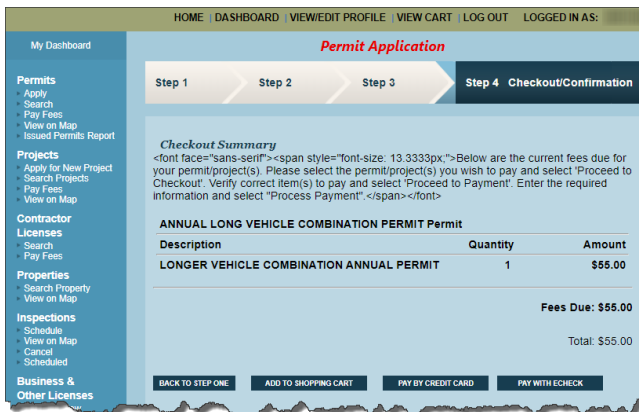
10. Pay your fees. Click **Pay by Credit Card** or **Pay with ECheck** and follow the prompts to pay your fee.

The fee payment receipt displays.

You are returned to the Step 4 Checkout/Confirmation screen.

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

The Permit map and Permit Description tabs display.

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	Type: ANNUAL LONG VEHICLE COMBINATION PERM Subtype: Short Description: tiny description Status: INTAKE Applied Date: 3/16/2023 Approved Date: Issued Date: Finaled Date: Expiration Date:	The Permit summary.

Tab	Content	Content Description
Site Info	Address: Haul Routes City/State/Zip: Property Type STREET APN: HaulRoutes Subdivision: Tract: Block: Lot: Sect-Twp-Rng: Lot Size (SF): 0	Address and site details.
Contacts	Contact Type: APPLICANT, Name: Mr Clean, Address: 1501 West Long Ave, City/State/Zip: Littleton, CO 80120 - 8	Contact Information added for the permit.
Fees $0.00	Description: LONGER VEHICLE COMBINATION ANNUAL PERMIT, Amount: $55.00, Paid Date: 3/16/2023 Charged: $55.00 Balance Due: $0.00	Indicates fees charged and paid.
Inspections (0)	There are currently no inspections on this record.	If inspections are auto-generated, they are listed.
Conditions (0)	There are currently no conditions on this record.	If certain specifications are auto-generated for this permit, they are listed.
Reviews (2)	Type: LVCANN ROUTE REVIEW, Reviewer: PW INSPECTO..., Status:, Submitted: 3/16/2023, Completed:, More Info Type: PW - PERMIT TECH REVIEW, Reviewer: PW PERMIT TE..., Status:, Submitted: 3/16/2023, Completed:, More Info	Indicates the number of reviews are auto-generated for this permit.
Annual LVC Info	Please provide make and model of the vehicle: 2005 Kenworth W900 Oversized load description: food Route Origin: I-25 Route Destination: Fruita, Co Width of Load: 15' 8" Height of Load: 15 feet Length of Load: 20 feet Estimated Weight of Load: 3000 pounds Number of escort vehicles: Insurance Carrier and Policy Number: What is the date and time of trip? 4/2/22 8am Applicant Must Notify Utility Companies and City Police Department	Additional information input into the application.
Location Info 1	In the section below, please type the word "HAUL" and select the HAULROUTE option.	Lists the location instructions.

             05/08/2023

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this license request, then they are listed under **My Active Inspections**—none are required for this ANNUAL LONGER VEHICLE COMBINATION permit request.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).
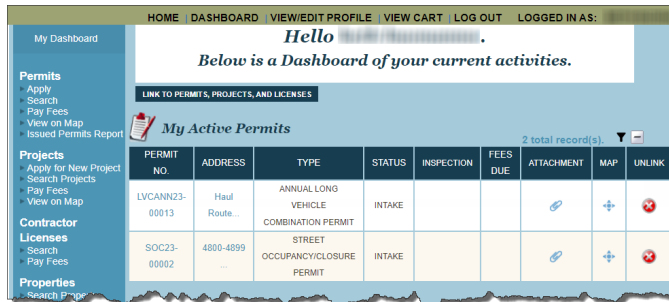
12. To monitor the review and approval process, refer to [Section 4.9 Permit's Review & Approval Process](#).
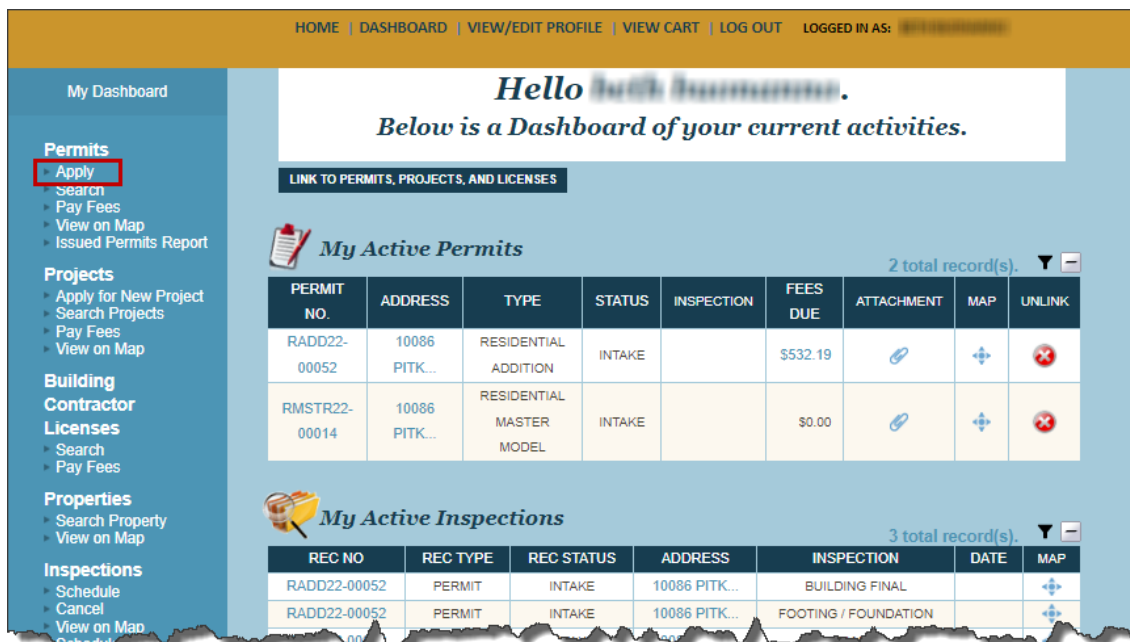
5.8   Requesting Temporary Events & Uses Permit

If you are requesting a permit for an organized event needing street closure, then request this **Temporary Events & Uses Permit**.

To request a Temporary Events and Uses Permit:

1. From the external home page, click **Login** to login to eTRAKiT.

   You are redirected to a dashboard of the current activities.

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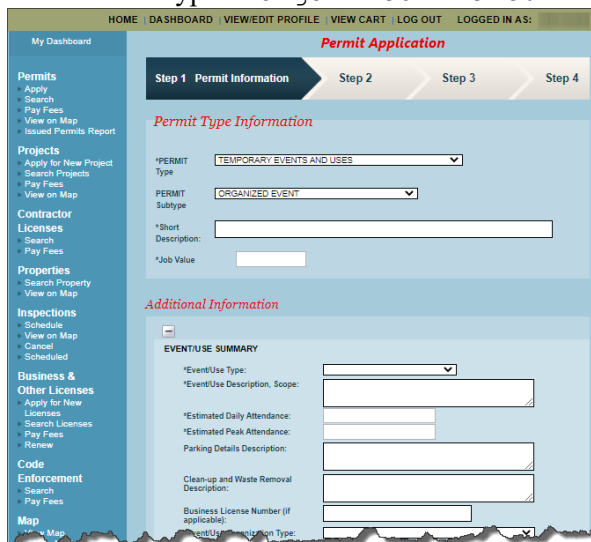
The Permit Application screen displays.

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

The Permit Application screen displays.

The example below depicts:

PERMIT Type of `Temporary Events and Uses` with the automatically selected PERMIT Subtype of `Organized Event`.

4. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose the **PERMIT Type** of `Temporary Events and Uses` with the PERMIT Subtype of `Organized Event`.

<u>Permit Type Information</u>

* 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 `Temporary Events and Uses`
	PERMIT Subtype	Accept the default, or from the drop-down list, make a different selection.
		EX: Here `Organized Event`

 05/08/2023

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 type `5000`. No dollar signs or commas allowed-they are auto-generated.

Additional Information:

EVENT/USE SUMMARY

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Organized Event with Street Closure`, **Types of Use** displays.

* = Required

*	Field	Description
*	Event/Use Type	Select the event type.
*	Event/Use Description, Scope	Type the event description and the scope of the event.
*	Estimated Daily Attendance	Type an estimated amount of people that will attend the event.
*	Estimated Peak Attendance	At peak time, estimate the peak attendance number.
	Parking Details Description	Where will attendees park?
	Clean-up and Waste Removal Description	How will waste be removed from the property?
	Business License Number (if applicable)	If you have a business license number, type it here.
*	Event/Use Organization Type	Select a Type.
	Would you like your event to be added to the City's Community Calendar website?	Select an answer.

Event/Use Details

*=Required

*	Field	Description
*	Will a structure, such as a tent, bounce house, stage or gantry, be erected?	Select an answer.
*	Will alcoholic beverages be served or sold?	Select an answer.
	Will food, goods or services be sold?	Select an answer.
*	Will there be a band or amplified sound?	Select an answer.
*	Will there be fireworks?	Select an answer.
	Are admission fees charged?	Select an answer.
	Admission Fee (if charged)	Type an amount with no commas or dollar signs.
	Are vendor or other fees required?	Select an answer.

Request Date/Time

*=Required

*	Field	Description
	Set-Up Date:	Using the Calendar 🗓 icon, select a date.
*	Start Date of Event/Use:	Using the Calendar 🗓 icon, select a date.
*	Start Time of Event/Use (denote a.m. or p.m.)	Type the start time, for example 8:00am.
*	End Date of Event/Use:	Using the Calendar 🗓 icon, select a date.
*	End Time of Event/Use (denote a.m. or p.m.)	Type the ending time, for example 5:00pm.
	Dismantle Date:	Using the Calendar 🗓 icon, select a date.

Site Info

*=Required

*	Field	Description
	Will restrooms be available on site?	Select an answer.
	Will portable toilets and hand-washing facilities be provided?	Select an answer.
*	Will there be any signs or banners? (If yes, a sign permit is required.)	Select an answer.
	Will a fence be erected?	Select an answer.
	Is site on a developed parking lot?	Select an answer.
	Will lighting be used to illuminate the site?	Select an answer.
*	Will electricity be needed?	Select an answer.
	Generator Size (kW):	Type the number.
*	Did you attach our site-related plan?	A plan of the site must be uploaded with your permit application showing the location of adjacent streets, existing structures and buildings, temporary structures (bounce house, stage, etc.) with uses and sizes noted, north arrow, fencing (including height and type), restroom facilities or portable toilets, generator(s) or location of shore power, type of parking surface, number of parking stalls, parking areas and driveway entrances, sound system and lighting, signs and banners with sizes noted, trash containers and dumpsters, booth or exhibit areas, and vehicle or trailers.
	Streets Proposed for Closure (if applicable):	As applicable, type the name of the streets affected.

<u>Location *</u>

a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.

b. In the **Search Value** field, do one of the following:

c. type a partial to full address, or for a street range type `STR –` and click **Search**.

The system retrieves results matching characters types.

d. Select appropriate selection.

The system displays the full address for your selection, for example:

172316105013

10002 REUNION PKWY

COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

<u>Attachments</u>

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.

The Description field displays.

b. Optionally 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* contacts, and for optional contacts as needed:

* = Required

R	Field
*	Applicant Information (pre-populated and changeable)
	Owner Information (pre-populated and changeable)
	Contact Information
	Event Organization/Company Information
	Film, TV, Movie Production Company Information

         05/08/2023

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.
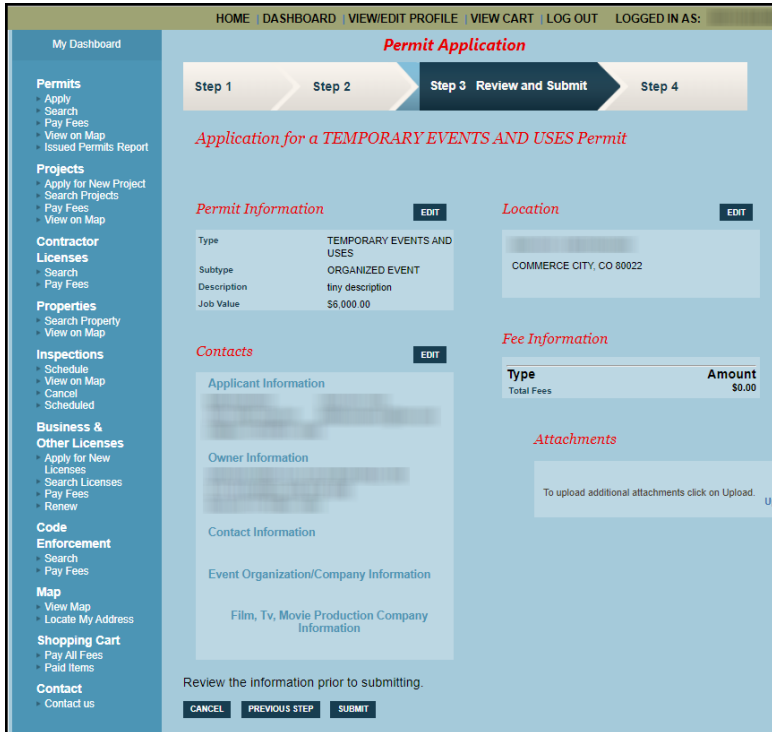
Note: Because there are no fees associated with this example, click Submit. If fees are associated, you are presented with the appropriate screen.

Click Submit.

The Permit Summary screen dispalys below the Search section.

An email is sent to the applicant.

In your email, you will receive the following:
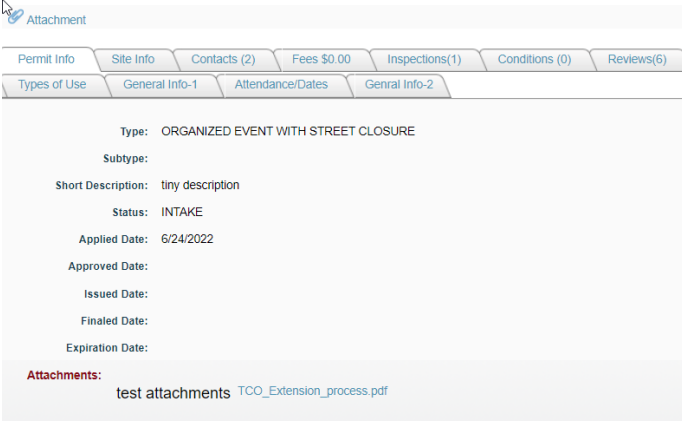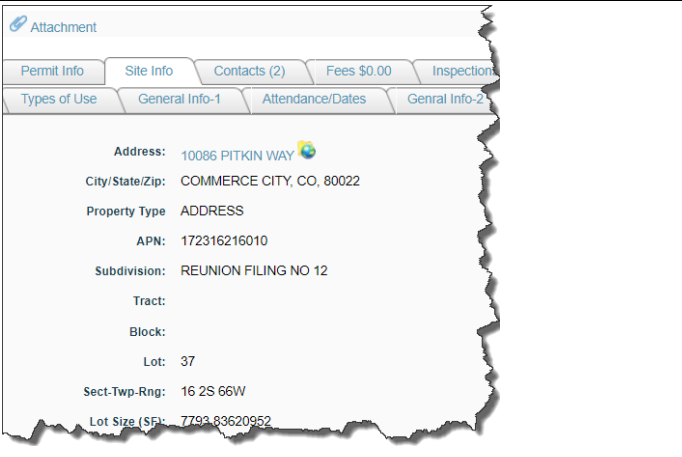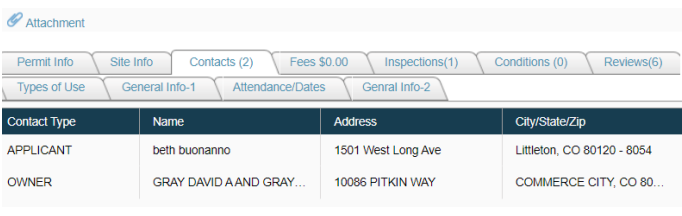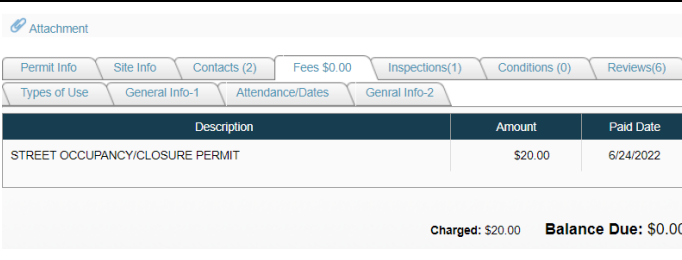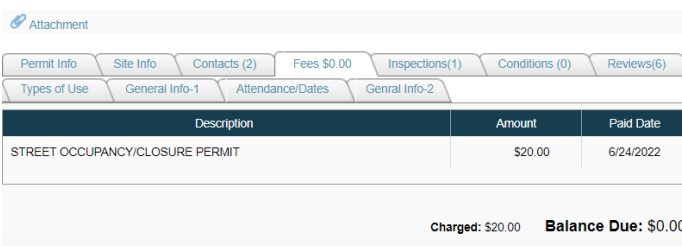
- A notification thanking you for your online order.
- A payment receipt.
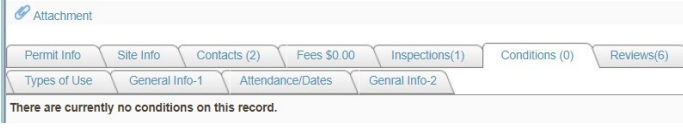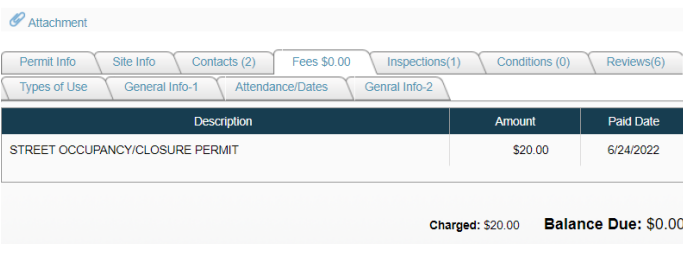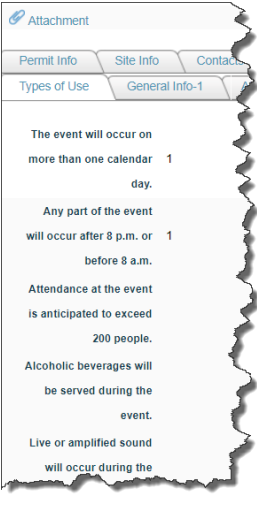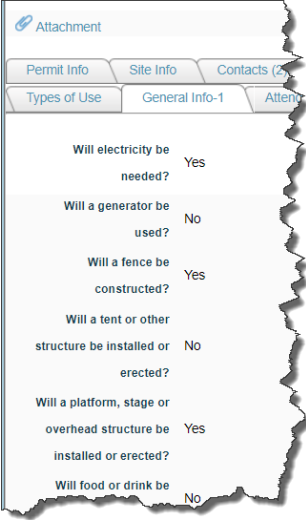
7. Click **View Permit**.
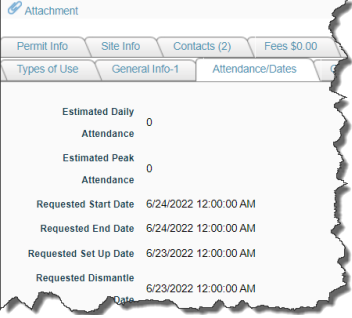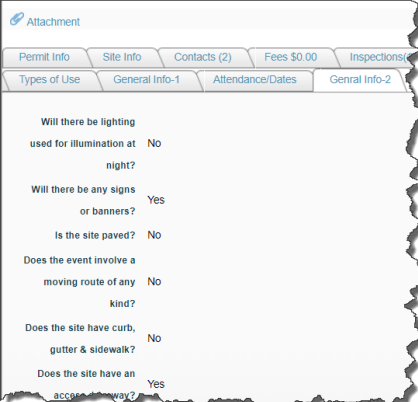
The Permit map and Permit Descriptions tab displays.

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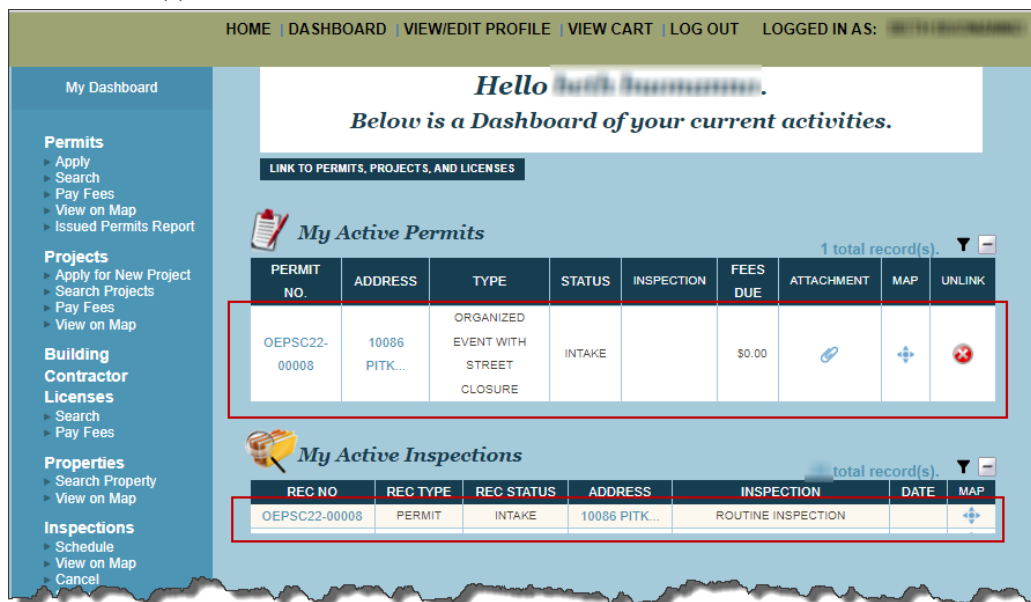
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description
Permit Info		Data you input plus any attachments uploaded to this permit are displayed.
Site Info		Address or Parcel ID of the site and associated lot details.
Contacts		Data input on the Contact Information screen.
Fees		At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and displays fees already paid.
Inspections		Based on the permit created, several inspections may be triggered.

This page informs you of the activity and progress of each inspection. |

Tab	Content	Content Description
		When the permit is issued, you will see inspection scheduling links here.
Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.
Reviews		The reviewer(s) who will be reviewing your permit request.
Types of Use		Additional Permit Information.
General Info 1		Additional Permit Information.

Tab	Content	Content Description
Attendance Dates		Dates and times entered for preparation, event, and dismantling.
General Info 2		Additional Permit Information.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, 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).

8. To monitor the review and approval process, refer to Section 3.8 Permit's Review & Approval Process.

5.9   Permit's Review & Approval Process

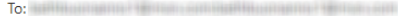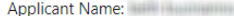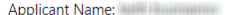Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

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.

These communications are EXAMPLES ONLY.

Permit Status	System Action	Action you should take
Intake	Once you make a payment, you should receive a similar email based on cost of permit: EXAMPLE for: Grading Permit 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. Paymethod: WEB Receipt No.: WEB01600 Amount Paid: $200.00 Paid Date: 5/3/2022 **PERMIT** GRD22-00059 10086 PITKIN WAY COMMERCE CITY, CO 80022 GRADING PERMIT GRADING PLAN REVIEW FEES *GRADING PERMIT APPLICATION REVIEW FEE* $200.00 **Sub Total:** **$200.00** **Total Amount Paid:** **$200.00** Name: Address: City, State, Zip: Phone: Email:	Optionally, check on your application.
Additional Info Required	**Commerce City Application/Permit GRD22-00063 Requires Additional Information** Mon 5/9/2022 11:08 AM To: The permit application identified below requires additional information. Permit Number: GRD22-00063 Permit Type: GRADING PERMIT/ Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: 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. https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomc.stg.csqrcloud.com%2Fcommunity-etrakit%2F&data=05%7C01%7C%7C93ab43226dac47ece9e908da31de77fb%7C84df9e7fe9f640afb435aaa aaaaaaaaa%7C1%7C0%7C637877128809749349%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJ QIjoiV2luMzIiLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hdTtlkcy0Gx3JnZ6frfR%2 FOAgTCy1%2BYZJDBwBYylUhVk%3D&reserved=0 **This is an automated notification; please to not reply to this email.**	Login into eTRAKiT and provide additional information as required.

Permit Status	System Action	Action you should take
Awaiting Payment	**Commerce City Permit RADD22-00052** Fees Due Fri 4/15/2022 12:04 PM To: The permit application identified below is awaiting payment. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: Log into the Commerce City eTRAKiT portal at the address below to pay your outstanding fees. https://comc.stg.csqrcloud.com/community-etrakit/ eTRAKiT - comc.stg.csqrcloud.com Welcome to eTRAKiT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints. comc.stg.csqrcloud.com **This is an automated notification; please to not reply to this email.**	Login to pay outstanding fees.
Issued	**Commerce City Permit RADD22-00052** Issued Fri 4/15/2022 9:20 AM The permit for the project identified below has been issued. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: Please log into the Commerce City eTRAKiT portal at the address below to obtain your permit and, if applicable, city-approved construction documents. https://comc.stg.csqrcloud.com/community-etrakit/ eTRAKiT - comc.stg.csqrcloud.com Welcome to eTRAKiT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints. comc.stg.csqrcloud.com **This is an automated notification; please to not reply to this email.**	Click link to retrieve permit and any city-approved construction documents

 05/08/2023

Permit Status	System Action	Action you should take
Closed	**Commerce City Permit RADD22-00052** Completed Fri 4/15/2022 12:23 PM The permit application identified below is now complete. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: 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. https://comc.stg.csqrcloud.com/community-etrakit/ eTRAKiT - comc.stg.csqrcloud.com Welcome to eTRAKiT, Commerce City's customer portal for construction permits, development projects, inspections, contractor licensing and code enforcement complaints. comc.stg.csqrcloud.com **This is an automated notification; please to not reply to this email.**	As needed, apply for a COI/Completion permit.