

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.

The screenshot shows the user's dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a summary of open permit applications, active permits, and active inspections.

Applications In Progress	Permit Type	Created Date	Delete
Continue Application		1/20/2023	Delete
Continue Application	EARLY GRADING PERMIT	1/18/2023	Delete
Continue Application		1/18/2023	Delete

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP
GRD23-00001	10086 PITK...	GRADING PERMIT	APPROVED		\$40.00		

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
GRD23-00001	PERMIT	APPROVED	10086 PITK...	GRADING FINAL INSPECTION		
GRD23-00001	PERMIT	APPROVED	10086 PITK...	PRE-CONSTRUCTION		

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

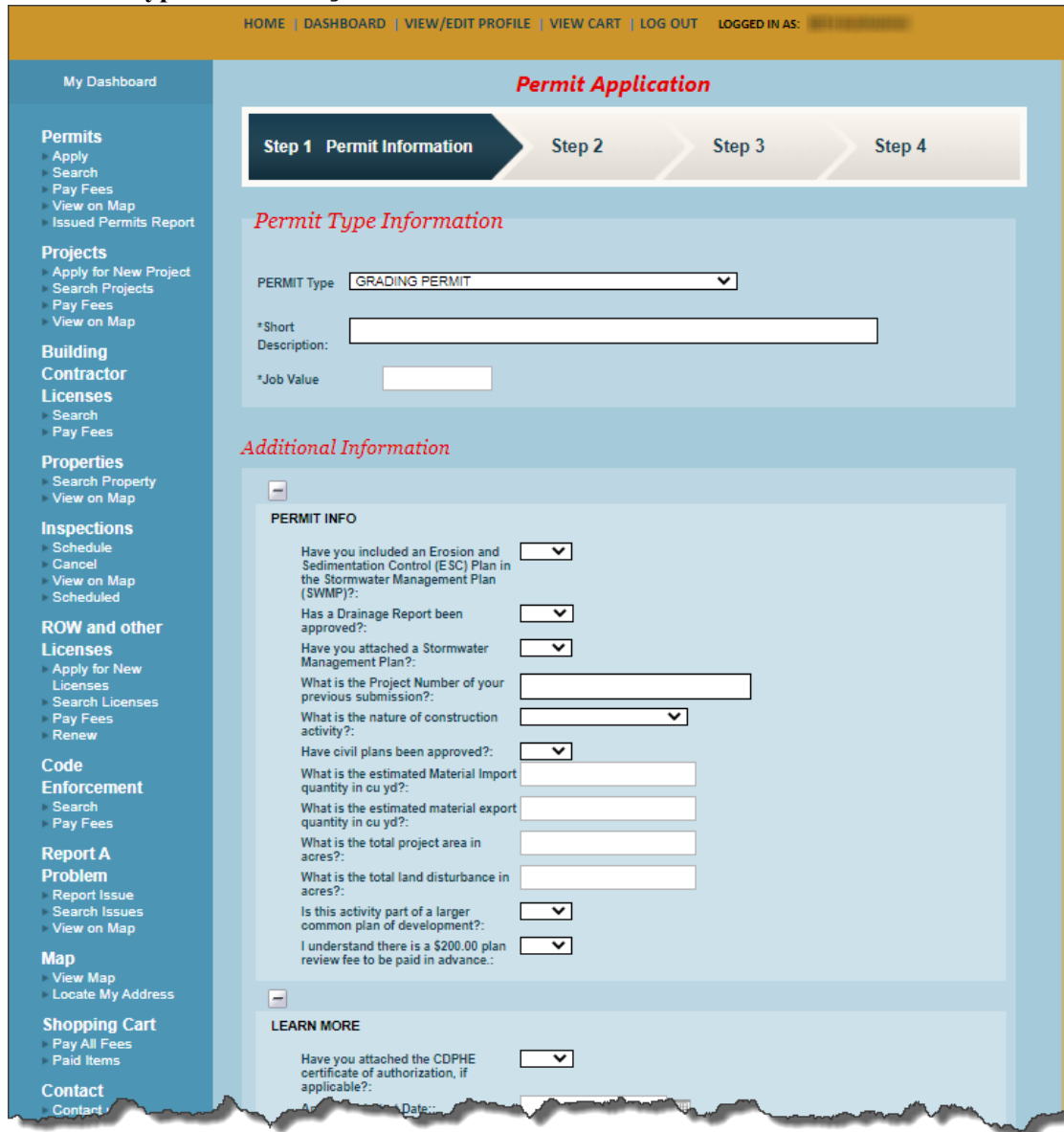
The screenshot shows the 'Permit Application Confirmation' screen. It includes a confirmation message, radio buttons for 'I Agree' and 'I Disagree', and a 'CONTINUE' button. The 'Apply' option in the left navigation menu is circled in red.

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

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Grading Permit



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]

My Dashboard

Permits

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

Projects

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

Building Contractor Licenses

- Search
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

ROW and other Licenses

- Apply for New Licenses
- Search Licenses
- Pay Fees
- Renew

Code Enforcement

- Search
- Pay Fees

Report A Problem

- Report Issue
- Search Issues
- View on Map

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact

Permit Application

Step 1 **Permit Information** | Step 2 | Step 3 | Step 4

Permit Type Information

PERMIT Type:

*Short Description:

*Job Value:

Additional Information

PERMIT INFO

Have you included an Erosion and Sedimentation Control (ESC) Plan in the Stormwater Management Plan (SWMP)?

Has a Drainage Report been approved?

Have you attached a Stormwater Management Plan?

What is the Project Number of your previous submission?

What is the nature of construction activity?

Have civil plans been approved?

What is the estimated Material Import quantity in cu yd?

What is the estimated material export quantity in cu yd?

What is the total project area in acres?

What is the total land disturbance in acres?

Is this activity part of a larger common plan of development?

I understand there is a \$200.00 plan review fee to be paid in advance.

LEARN MORE

Have you attached the CDPHE certificate of authorization, if applicable?

Applicable Date:

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.

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

<p>Early Grading Permit Attachments required:</p> <ul style="list-style-type: none">  Stormwater Management Plan  Tree Conservation Plan  Sketch Plat  Waiver Consent Form or Hold Harmless Letter <p>Grading Permit Attachments required</p> <ul style="list-style-type: none">  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.

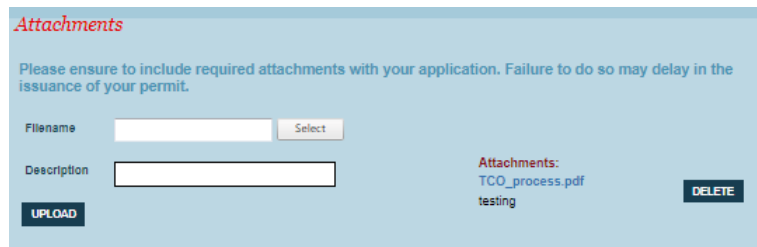
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

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.



Attachments

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

Filename

Description

Attachments:
TCO_process.pdf
testing

- e. As needed, upload additional files.
5. Click **Next Step**.
The Permit Application Step 2: Contact Information screen displays.

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 <i>Note:</i> 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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS: BB TEST CLASS A

My Dashboard

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

Code Enforcement

- Search
- Pay Fees

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

Step 1

Step 2

Step 3 Review and Submit

Step 4

Application for a GRADING PERMIT Permit

Permit Information EDIT

Type	GRADING PERMIT
Subtype	
Description	tiny description
Job Value	\$75,000.00

Location EDIT

Address	10004 QUINTERO ST
City	COMMERCE CITY, CO 80022 REUNION

Contacts EDIT

Applicant Information

BB Test Class A (130) 343-7723
1501 West Long Ave bethbuonanno1@msn.com
Littleton, CO 80120

Developer Information

Company Information

Owner Information

SALAZAR ROSELLA AND BLAMEY TROY
10004 QUINTERO ST
COMMERCE CITY, CO 80022 - 8023

Contractor Information

Right Of Way Contractor Information

Fee Information

Type	Amount
GRADING PLAN REVIEW FEES	\$200.00
GRADING PERMIT APPLICATIO...	200.00
Total Fees	\$200.00

Attachments

To upload additional attachments click on Upload. Upload

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP

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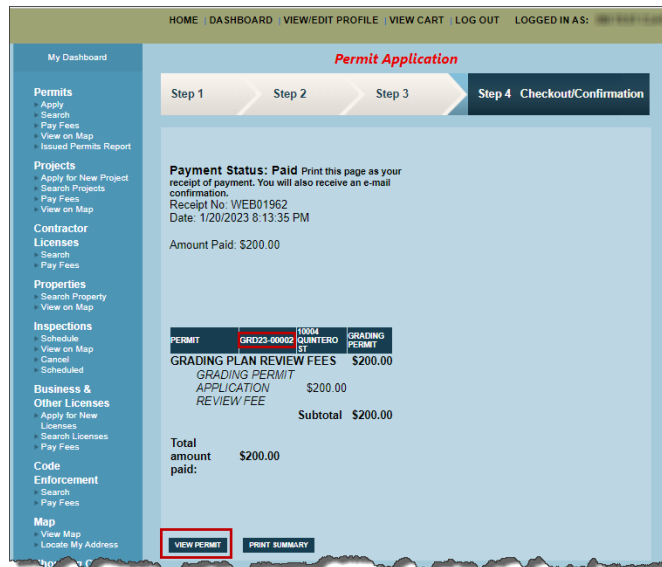
05/08/2023

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:

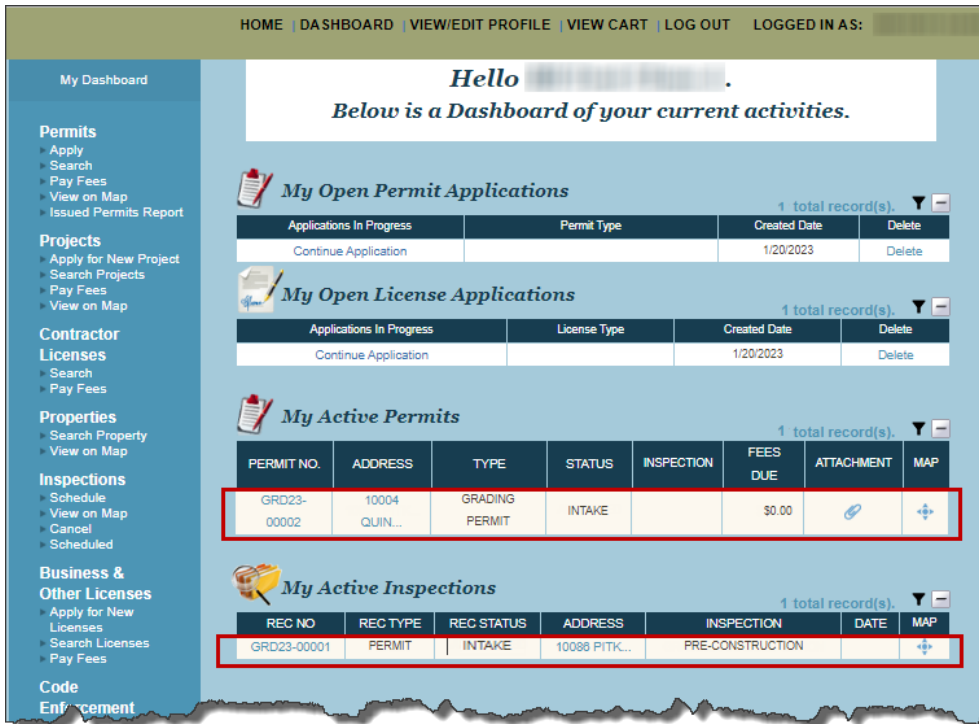
Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

Tab	Content	Content Description																																
Permit Info	<p>Type: GRADING PERMIT</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 4/29/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p> <p>Attachments: CO_process.pdf</p>	Data you input plus any attachments uploaded to this permit are displayed.																																
Site Info	<p>Address: 10088 PITKIN WAY </p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: ADDRESS</p> <p>APN: 172316216010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Twp-Rng: 16 2S 66W</p> <p>Lot Size (SF): 7793.83620952</p>	Address of the site and associated lot details.																																
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTOR</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RIGHT OF WAY CONT...</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				OWNER				CONTRACTOR				RIGHT OF WAY CONT...				Data input on the Contact Information screen.												
Contact Type	Name	Address	City/State/Zip																															
APPLICANT																																		
OWNER																																		
CONTRACTOR																																		
RIGHT OF WAY CONT...																																		
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>GRADING PLAN REVIEW FEES</td> <td>\$200.00</td> <td>4/29/2022</td> </tr> </tbody> </table> <p>Charged: \$200.00 Balance Due: \$0.00</p>	Description	Amount	Paid Date	GRADING PLAN REVIEW FEES	\$200.00	4/29/2022	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and fees already paid.																										
Description	Amount	Paid Date																																
GRADING PLAN REVIEW FEES	\$200.00	4/29/2022																																
Inspections	<table border="1"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>PRE-CONSTRUCTION</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>GRADING INITIAL ACC...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>GRADING FINAL ACCE...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> </tbody> </table>	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.
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																											

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	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>GRADING PERMIT REVIEW</td> <td>PW STORMWATER...</td> <td></td> <td>4/29/2022</td> <td></td> <td>More Info</td> </tr> <tr> <td>GRADING PLAN REVIEW</td> <td>PW ENGINEERS B...</td> <td></td> <td>4/29/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	GRADING PERMIT REVIEW	PW STORMWATER...		4/29/2022		More Info	GRADING PLAN REVIEW	PW ENGINEERS B...		4/29/2022		More Info	The parties that will be reviewing your permit request.
Type	Reviewer	Status	Submitted	Completed	More Info															
GRADING PERMIT REVIEW	PW STORMWATER...		4/29/2022		More Info															
GRADING PLAN REVIEW	PW ENGINEERS B...		4/29/2022		More Info															
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).



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