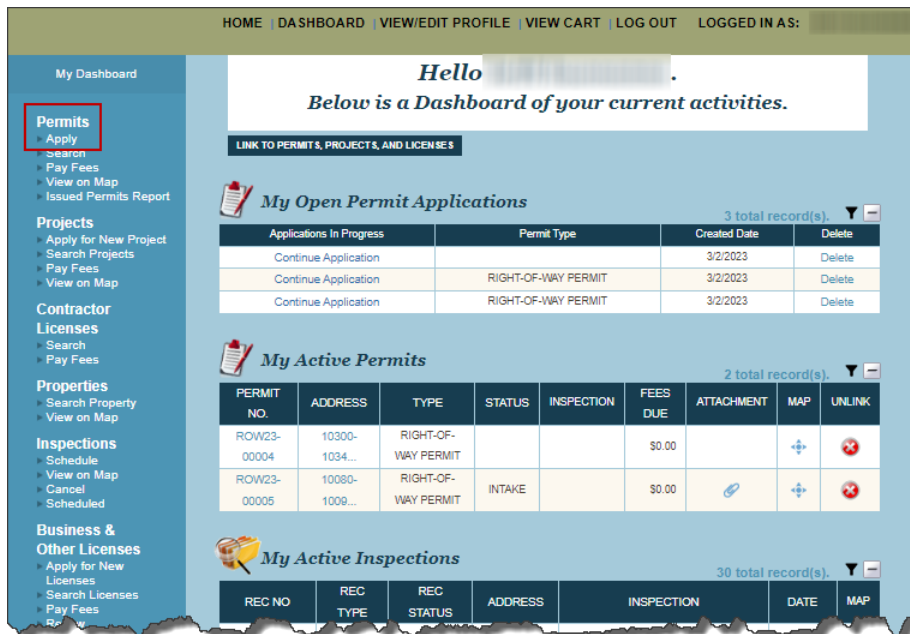## 5.3 Requesting a Capital Improvement Project Permit

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**.

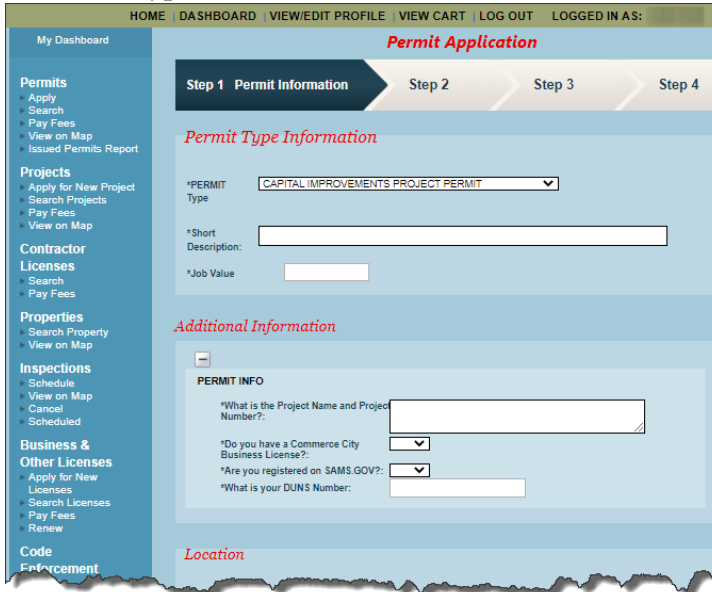   The Permit Application screen displays.

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.`

<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 `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.

<u>Additional Information:</u>

<u>Permit Info</u>

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.

<u>Location *</u>

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.

<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.
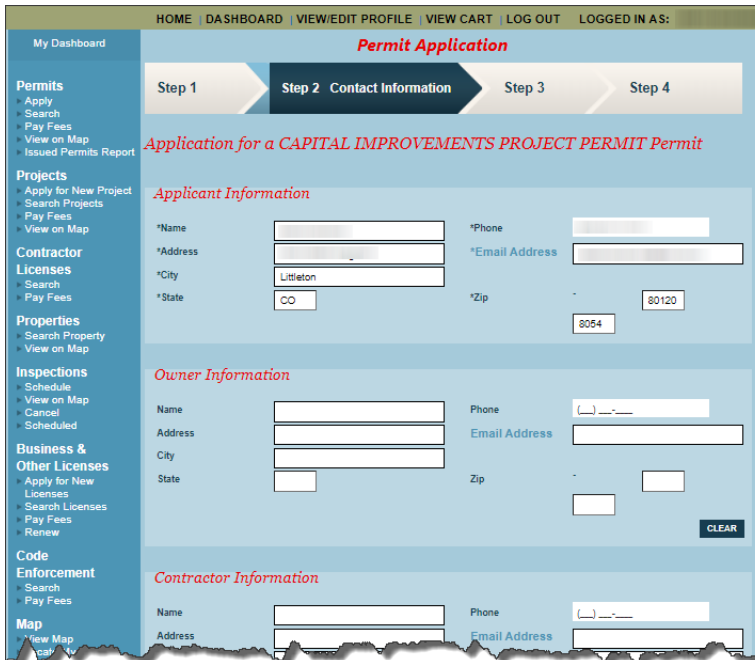
d. Click **Accept**.

   The system displays the file as uploaded.
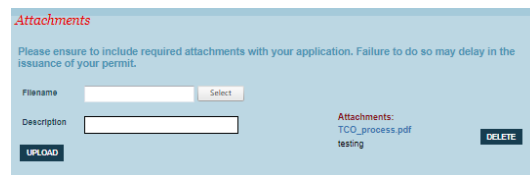
e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.
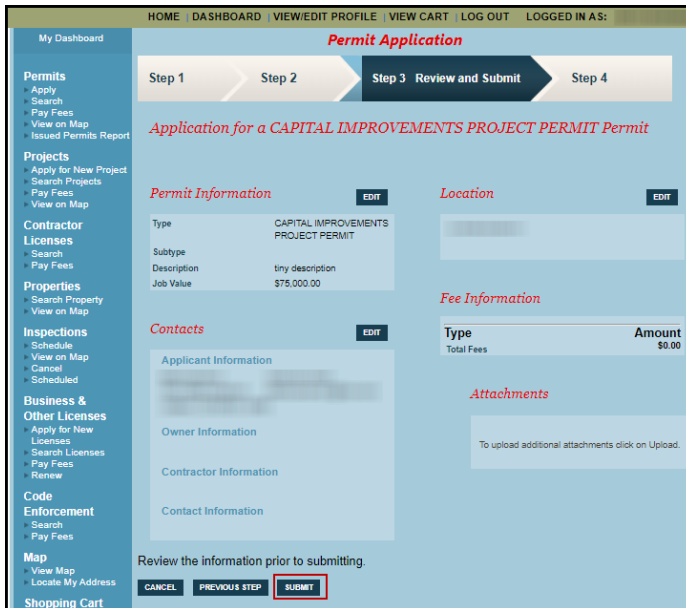

a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
*	Applicant Information (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.
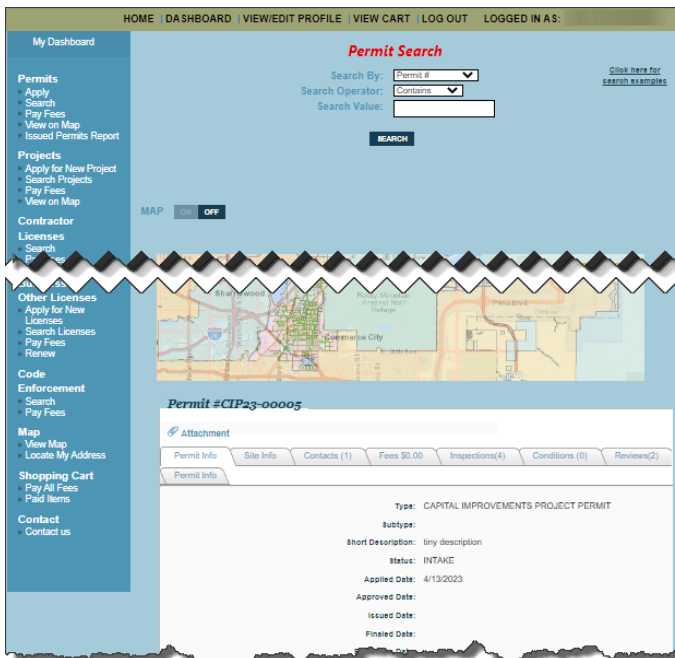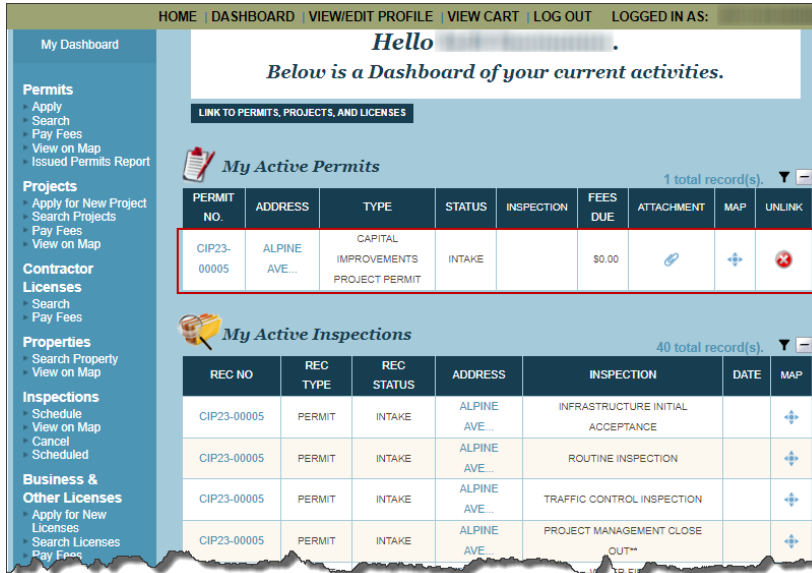
The tabs summarize the content on the requested permit:

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.

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 <u>Section 3.8 Permit's Review & Approval Process</u>.

05/08/2023