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**.
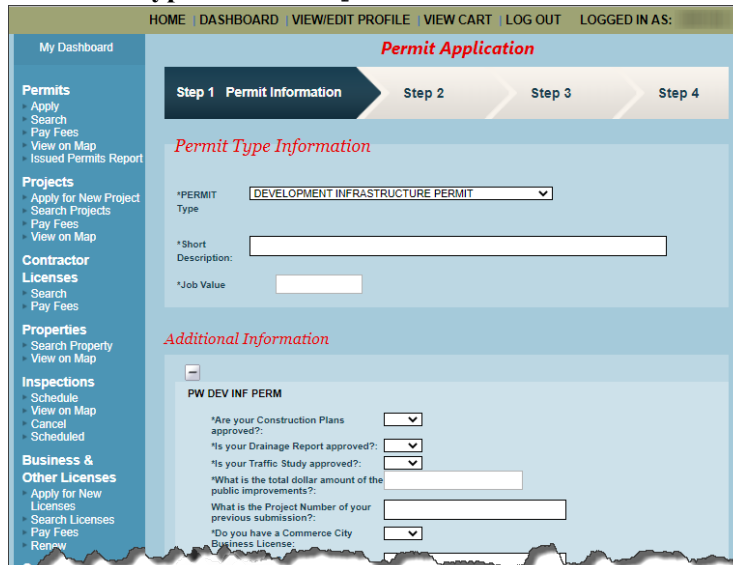
    The Permit Application screen displays.

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.

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.
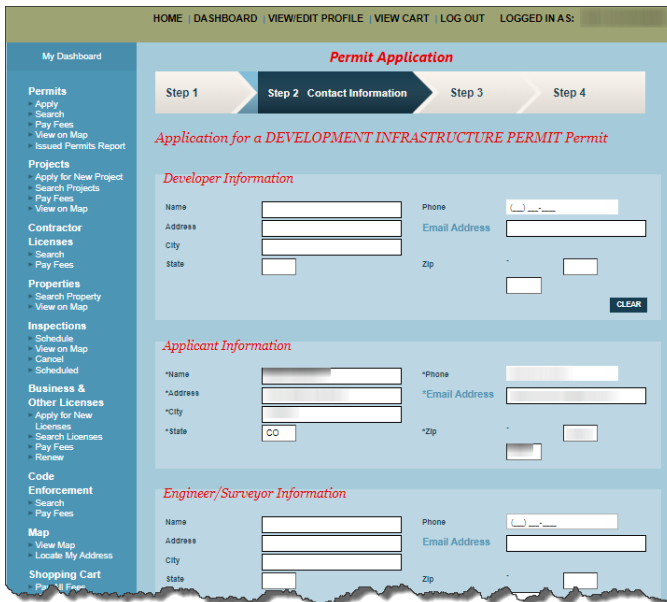
d. Click **Accept**.

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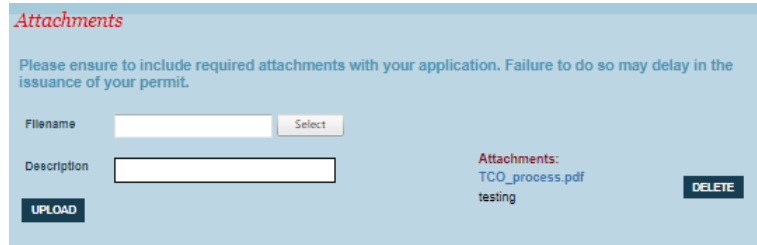
e. As needed, upload additional files.

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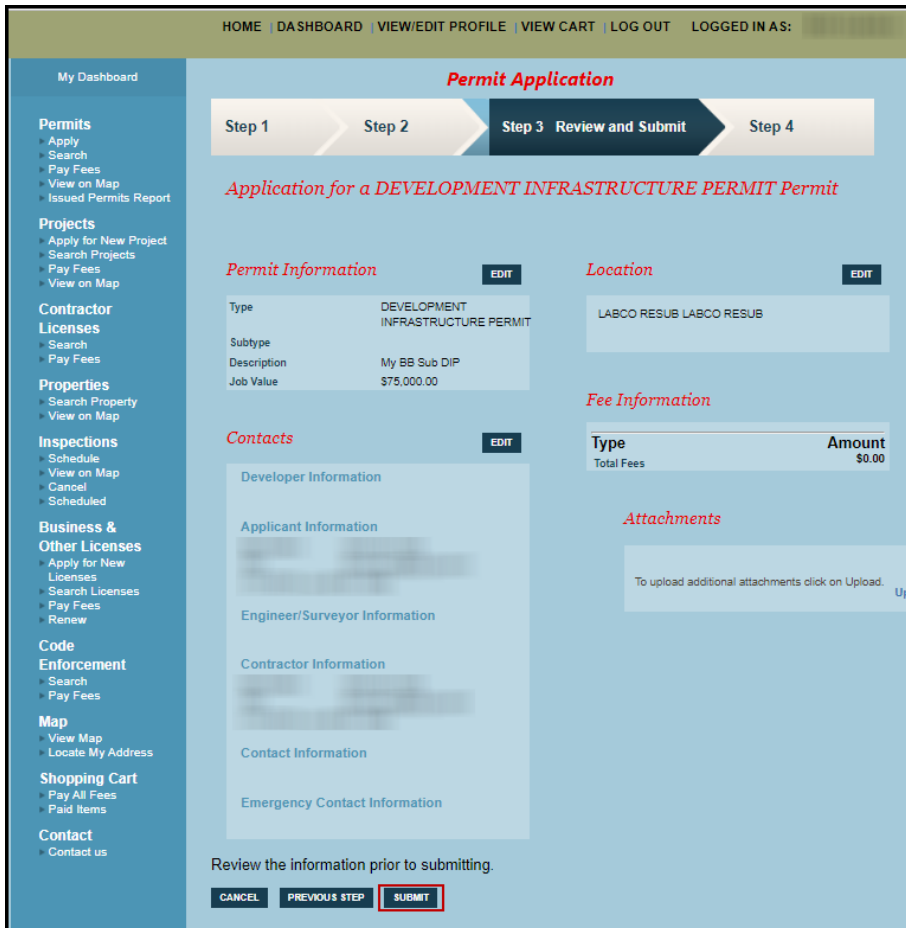
7. Review and edit as needed information as needed, and then click **Submit**.

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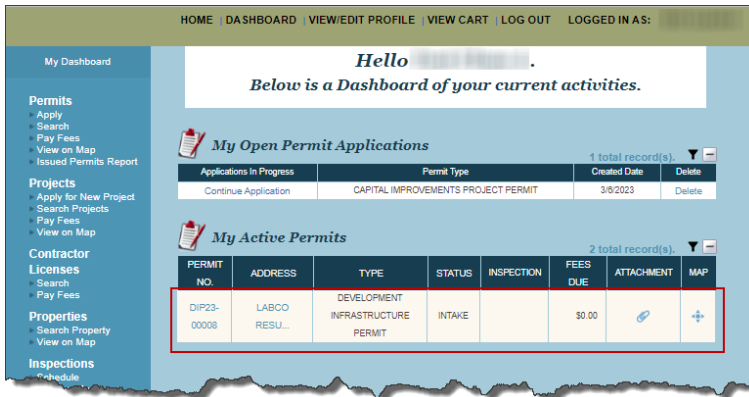
8. To monitor the review and approval process, refer to Section 4.8 Permit's Review & Approval Process.

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.