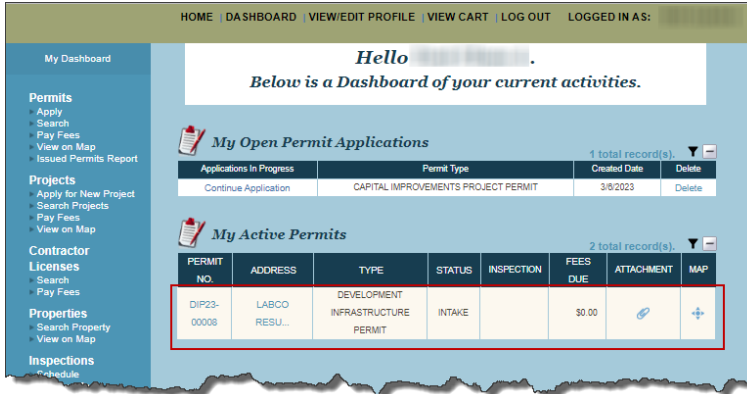Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**.

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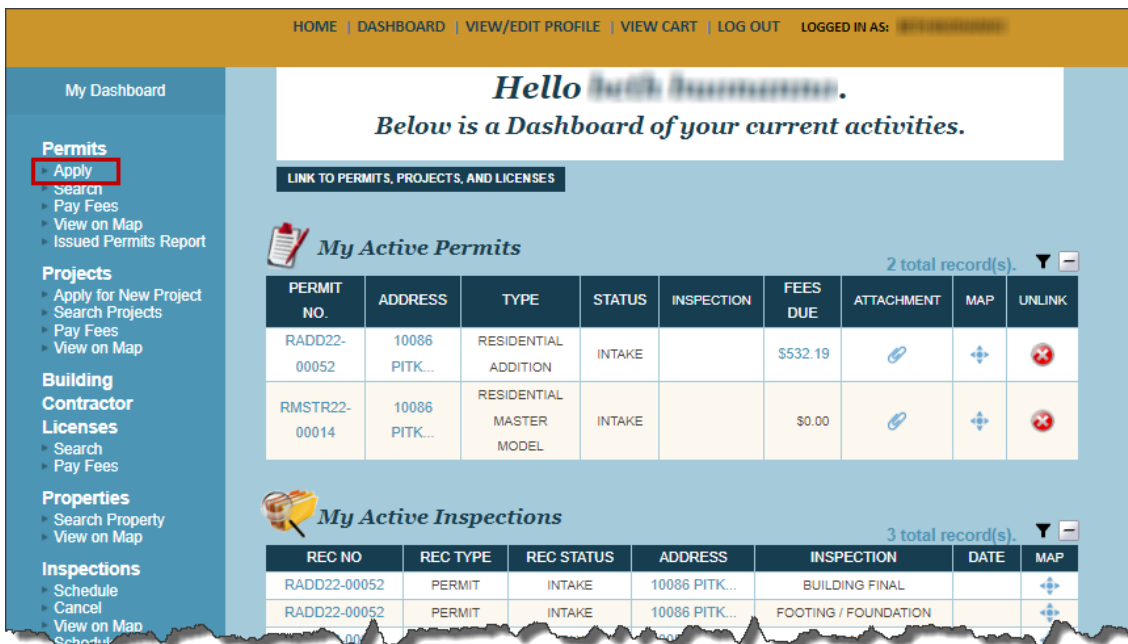
2. Under the **Permits** heading, click **Apply**.
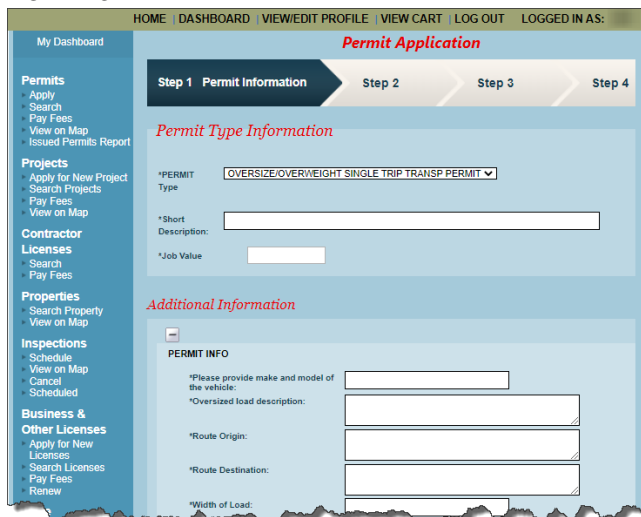
The Permit Application screen displays.

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`.

<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 `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.

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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.

<u>Location Info 1</u>

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

<u>Location</u>

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.

<u>Attachments</u>

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

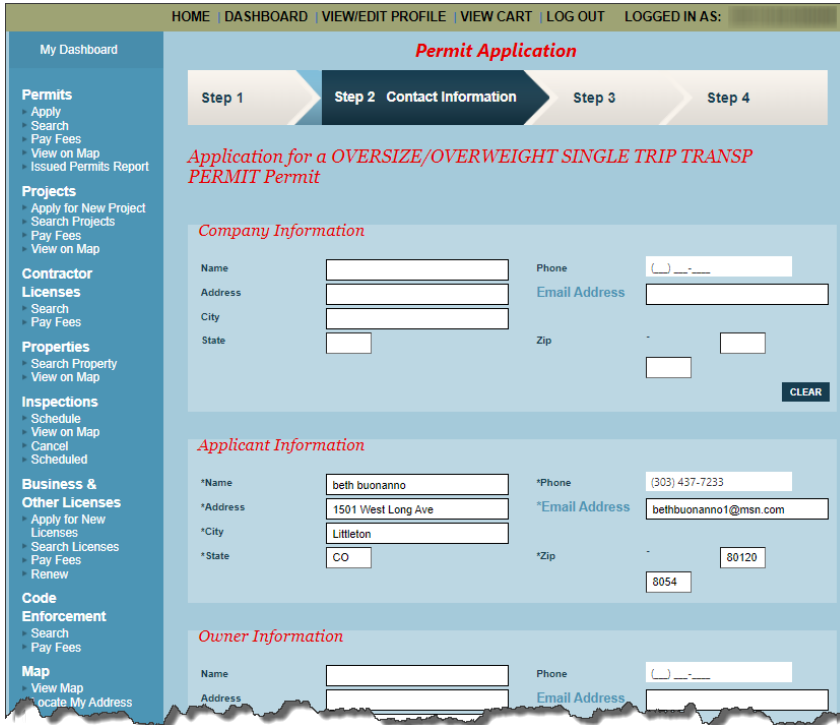a. Click **Select** and locate the appropriate file.

   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.

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5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.
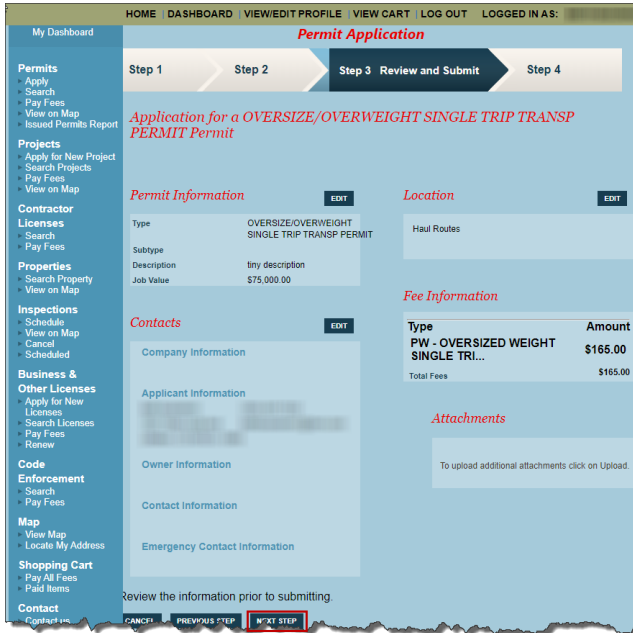

a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact Information
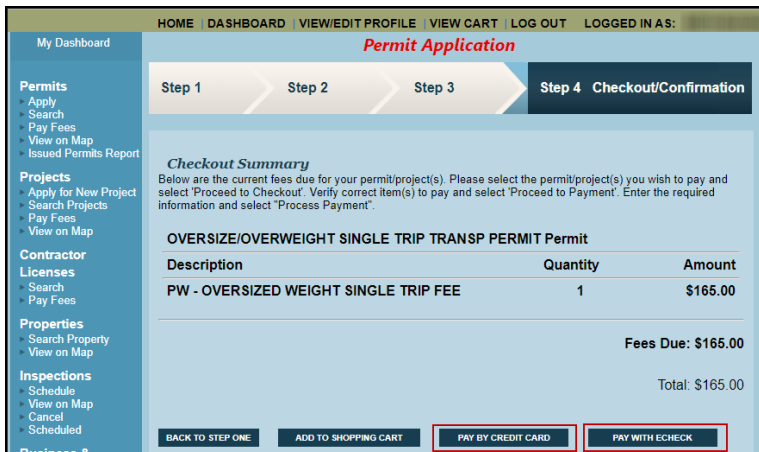
6. Click **Next Step**.

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.

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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.

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).
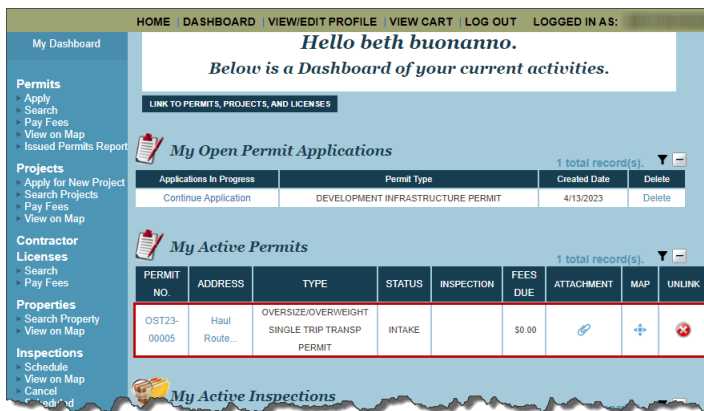
11. To monitor the review and approval process, refer to [Section 4.9 Permit's Review & Approval Process](#).