

5.6 Requesting Street Occupancy Closure Permit

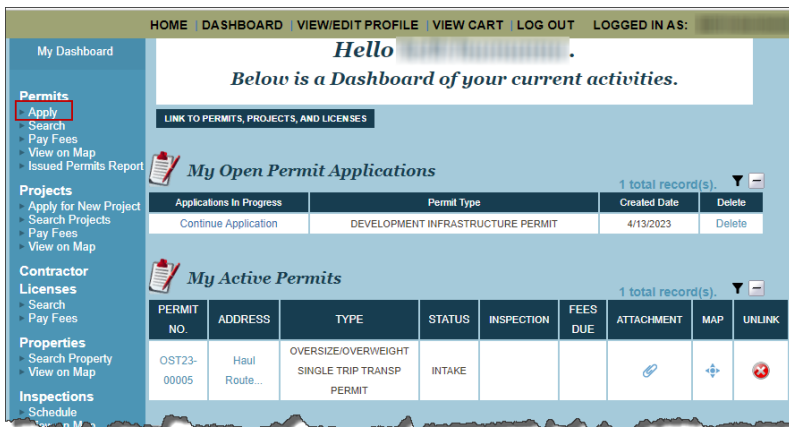
Important: If you are having a block Party, please apply for a **Temporary Events and Uses Permit**.

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.

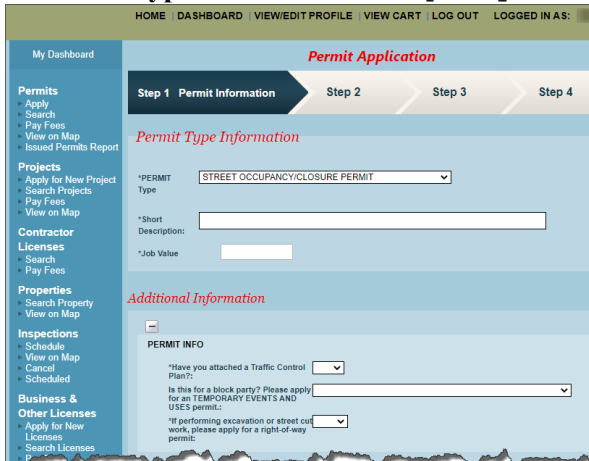


3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Street Occupancy Closure Permit



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**.
- c. Select appropriate selection.

The system retrieves results matching characters types.

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.

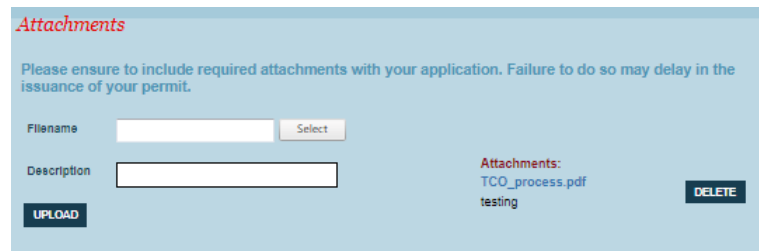
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

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**.

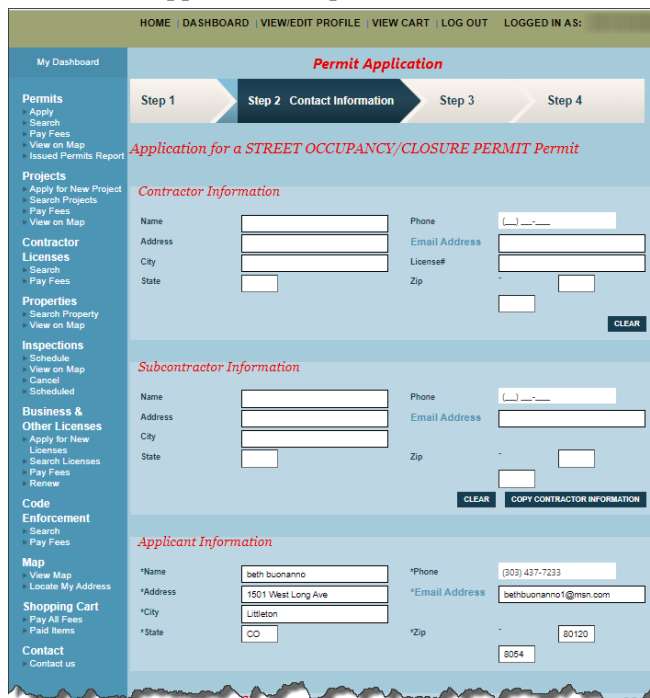
The system displays the file as uploaded.



- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



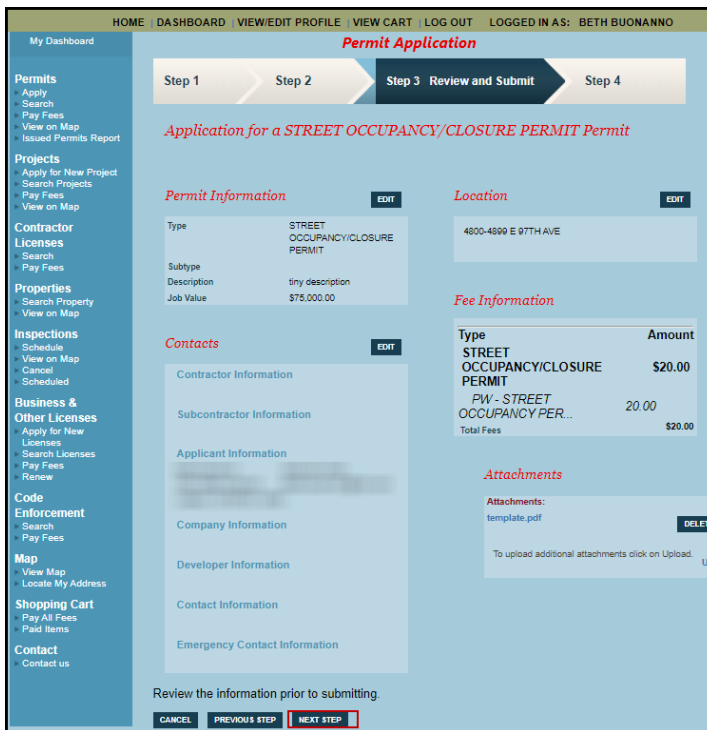
a. Enter information for * *required* contacts, and for optional contacts as needed:

* = Required

R	Field
	Contractor Information
	Subcontractor Information <i>Note: To copy above contact information, click Copy Contractor Information.</i>
*	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.



Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a STREET OCCUPANCY/CLOSURE PERMIT Permit

Permit Information EDIT

Type	STREET OCCUPANCY/CLOSURE PERMIT
Subtype	tiny description
Description	tiny description
Job Value	\$75,000.00

Location EDIT

4800-4899 E 97TH AVE

Fee Information

Type	Amount
STREET OCCUPANCY/CLOSURE PERMIT	\$20.00
PW - STREET OCCUPANCY PER...	20.00
Total Fees	\$20.00

Contacts EDIT

- Contractor Information
- Subcontractor Information
- Applicant Information
- Company Information
- Developer Information
- Contact Information
- Emergency Contact Information

Attachments

Attachments: template.pdf DELETE

To upload additional attachments click on Upload. Up

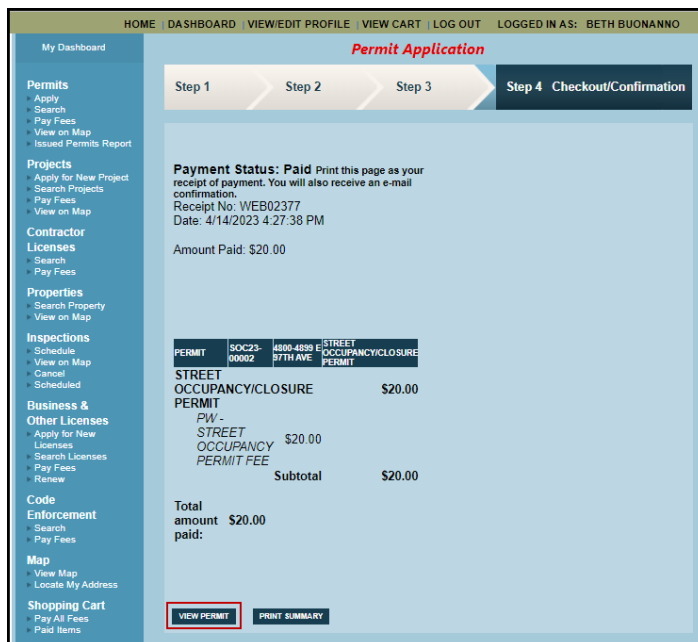
Review the information prior to submitting.

CANCEL PREVIOUS STEP **NEXT STEP**

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.






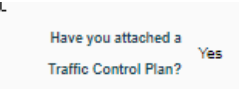
In your email, you will receive the following:

- A notification thanking you for your online order.
 - A payment receipt.
9. Click **View Permit**.

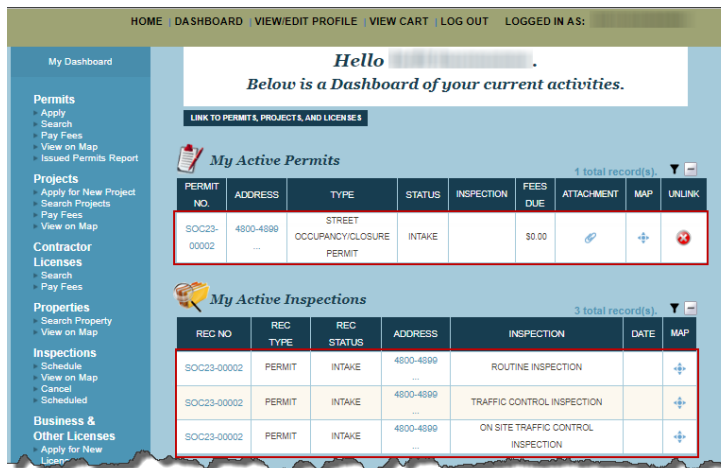
The Permit map and Permit Descriptions tab displays.

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.

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	<table border="1" data-bbox="451 814 1052 928"> <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>beth buonanno</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>CONTRACTOR</td> <td>Mr Clean</td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1 West Long Ave</td> <td>Malomar, co 80120 - 8054</td> </tr> </tbody> </table>	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.																
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Description	Amount	Paid Date																																
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Inspections	<table border="1" data-bbox="451 1092 1052 1184"> <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>ROUTINE INSPECTI...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>TRAFFIC CONTROL...</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>More Info</td> </tr> <tr> <td>ON SITE TRAFFIC ...</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	ROUTINE INSPECTI...	0						More Info	TRAFFIC CONTROL...	0						More Info	ON SITE TRAFFIC ...	0						More Info	<p>Based on the permit created, several inspections may be triggered.</p> <p>This page informs you of the activity and progress of each inspection.</p> <p>When the permit is issued, you will see inspection scheduling links here.</p>
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																											
Conditions		If there are conditions to the issuance of your permit, they are shown here.																																
Reviews	<table border="1" data-bbox="451 1533 1052 1604"> <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>PW - PERMIT TECH REVIEW</td> <td>PW PERMIT TE...</td> <td></td> <td>6/9/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	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.																				
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Permit Info		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).



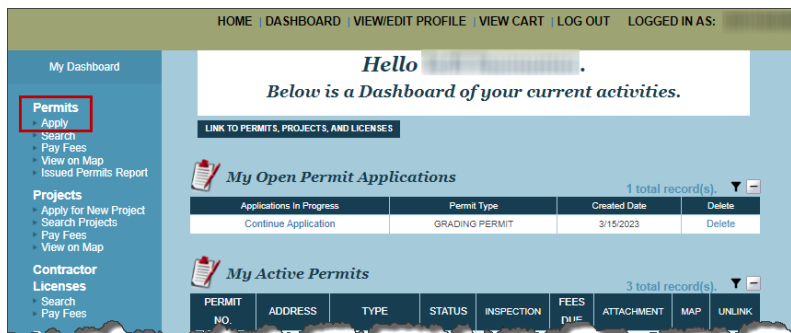
10. To monitor the review and approval process, refer to [Section 5.9 Permit's Review & Approval Process](#).

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**:

- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



- Under the **Permit** heading, click **Apply**. The Permit Application Confirmation screen displays.

