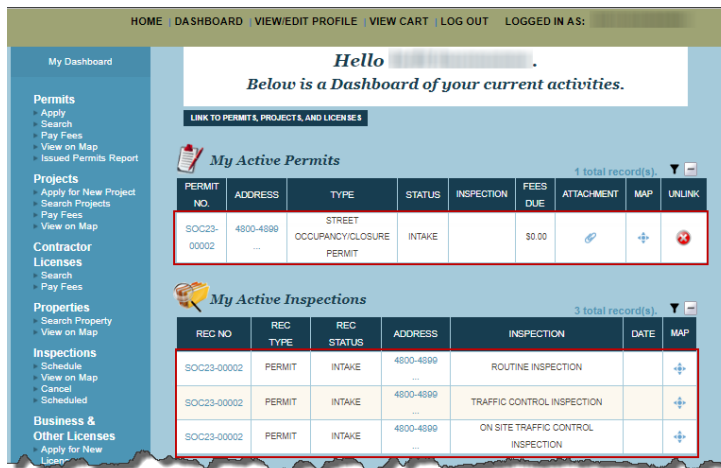


Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for the permit request, then they are listed under **My Active Inspections**. *Note:* As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



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

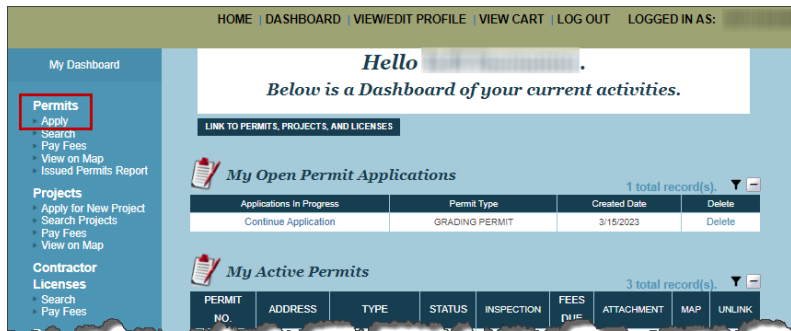
## 5.7 Applying for Annual Longer Vehicle Permit

Use the instructions below to apply for an **Annual Longer Vehicle Combination Permit**.

To apply for an **Annual Longer Vehicle Combination Permit**:

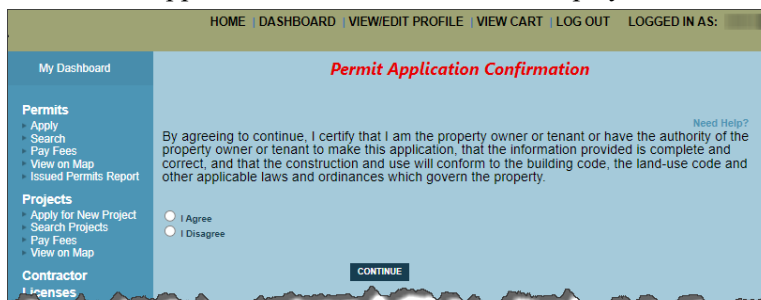
1. From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.

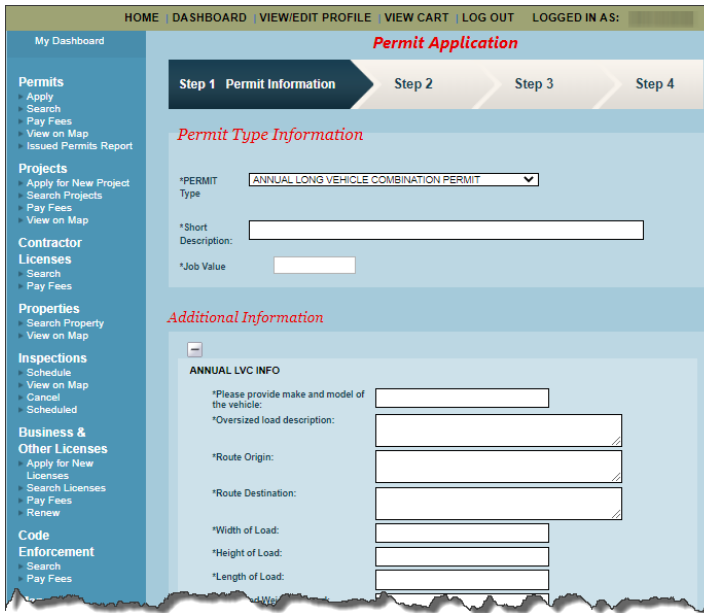


2. Under the **Permit** heading, click **Apply**.

The Permit Application Confirmation screen displays.



3. After reading the confirmation statement, click **I Agree**, and then click **Continue**.



EXAMPLE: In this example I chose Annual Long Vehicle Combination Permit.

4. Complete the following sections of the screen, dependent on your Permit selections.

Permit Type Information

Select/type the following required information:

\* = Required

R	Field	Description
*	Permit Type	From the drop-down list, select the Permit Type. EX: Here, Annual Long Combination Permit
*	Short Description	Type a short description of intended permit use.
*	Job Value	Type the dollar value. Do not use dollar signs, decimals, or commas.

Additional Information

Annual LVC Info

Provide the following information to obtain your permit/license.

\* Required

R	Field	Description
*	Please provide 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?

R	Field	Description
*	Width of Load:	State the width of the load, for example 15' 8"
*	Height of Load:	State the height of the load for example 15' or 15 feet
*	Length of Load:	State the length of the load, for example 20' or 20 feet
*	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:	Denote your acceptance or non-acceptance.

### Location Info 1

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

### Location \*

- In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- In the **Search Value** field, type the word HAUL and click **Search**.

The system retrieves results matching characters types.

- Select **HAUL ROUTES**.

The system displays the Location:

HaulRoutes

*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 license.

- Click **Select** and locate the appropriate file.  
The Description field displays.
- Optionally enter a **Description** of the file.
- 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.

*Note:* 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.

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

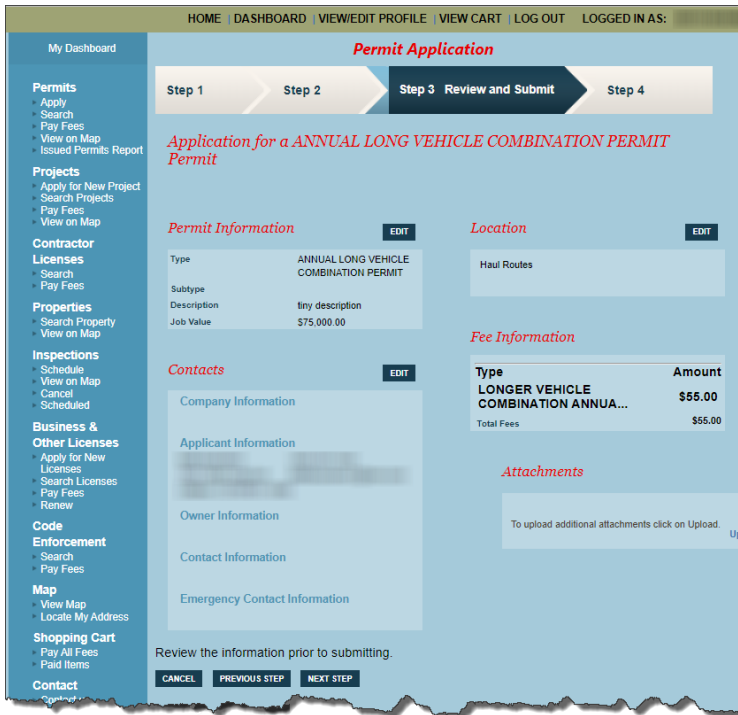
\* = Required

R	Field
	Company Information
*	Applicant Information (prepopulated and changeable)
	Owner Information
	Contact Information
	Emergency Contact Information

7.

8. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.



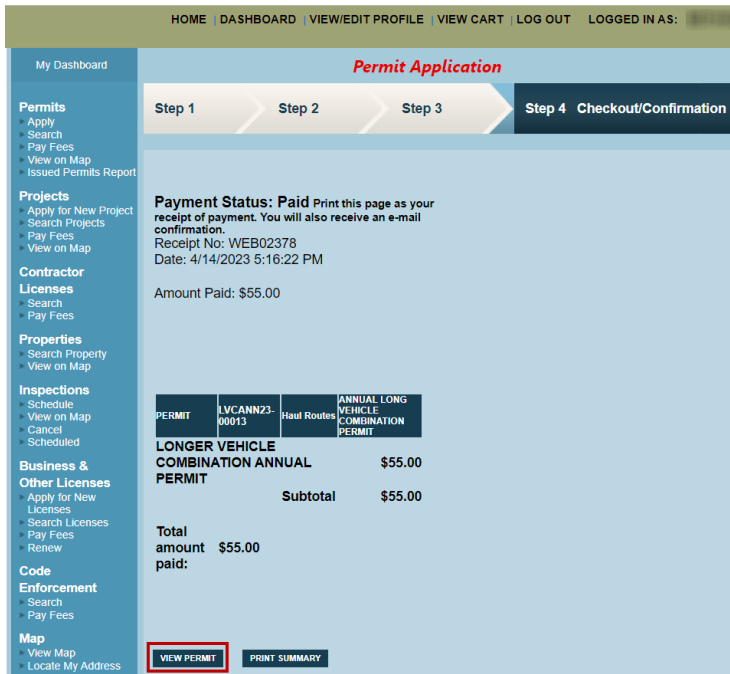
9. Review and edit as needed information as needed, and then click **Next Step**.

The Permit Application: Step 4 Checkout/Confirmation screen displays.



10. Pay your fees. Click **Pay by Credit Card** or **Pay with ECheck** and follow the prompts to pay your fee.

The fee payment receipt displays.



You are returned to the Step 4 Checkout/Confirmation screen.

11. To view the permit, click **View Permit**.

The Permit map and Permit Description tabs display.

The tabs summarize the content on the requested permit:

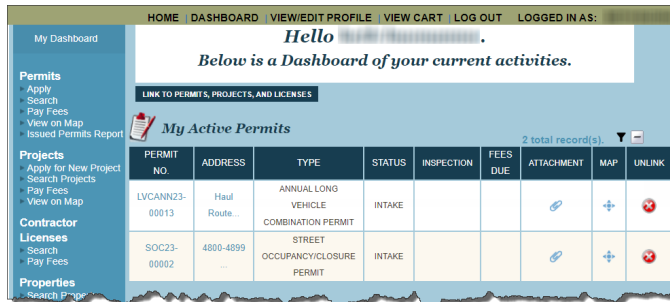
*Note:* The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

Tab	Content	Content Description
Permit Info	<p>Type: ANNUAL LONG VEHICLE COMBINATION PERM</p> <p>Subtype:</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 3/16/2023</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Final Date:</p> <p>Expiration Date:</p>	The Permit summary.

Tab	Content	Content Description																		
Site Info	<p>Address: <a href="#">Haul Routes</a></p> <p>City/State/Zip:</p> <p>Property Type: STREET</p> <p>APN: HaulRoutes</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address and site 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>Mr Clean</td> <td>1501 West Long Ave</td> <td>Littleton, CO 80120 - 8</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8	Contact Information added for the permit.										
Contact Type	Name	Address	City/State/Zip																	
APPLICANT	Mr Clean	1501 West Long Ave	Littleton, CO 80120 - 8																	
Fees \$0.00	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>LONGER VEHICLE COMBINATION ANNUAL PERMIT</td> <td>\$55.00</td> <td>3/16/2023</td> </tr> <tr> <td colspan="2">Charged: \$55.00</td> <td><b>Balance Due: \$0.00</b></td> </tr> </tbody> </table>	Description	Amount	Paid Date	LONGER VEHICLE COMBINATION ANNUAL PERMIT	\$55.00	3/16/2023	Charged: \$55.00		<b>Balance Due: \$0.00</b>	Indicates fees charged and paid.									
Description	Amount	Paid Date																		
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Inspections (0)	There are currently no inspections on this record.	If inspections are auto-generated, they are listed.																		
Conditions (0)	There are currently no conditions on this record.	If certain specifications are auto-generated for this permit, they are listed.																		
Reviews (2)	<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>LVCANN ROUTE REVIEW</td> <td>PW INSPECTO...</td> <td></td> <td>3/16/2023</td> <td></td> <td><a href="#">More Info</a></td> </tr> <tr> <td>PW - PERMIT TECH REVIEW</td> <td>PW PERMIT TE...</td> <td></td> <td>3/16/2023</td> <td></td> <td><a href="#">More Info</a></td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	LVCANN ROUTE REVIEW	PW INSPECTO...		3/16/2023		<a href="#">More Info</a>	PW - PERMIT TECH REVIEW	PW PERMIT TE...		3/16/2023		<a href="#">More Info</a>	Indicates the number of reviews are auto-generated for this permit.
Type	Reviewer	Status	Submitted	Completed	More Info															
LVCANN ROUTE REVIEW	PW INSPECTO...		3/16/2023		<a href="#">More Info</a>															
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Annual LVC Info	<p>Please provide make and model of the vehicle: 2005 Kenworth W900</p> <p>Overized load description: food</p> <p>Route Origin: I-25</p> <p>Route Destination: Fruita, Co</p> <p>Width of Load: 15' 8"</p> <p>Height of Load: 15 feet</p> <p>Length of Load: 20 feet</p> <p>Estimated Weight of Load: 3000 pounds</p> <p>Number of escort vehicles:</p> <p>Insurance Carrier and Policy Number:</p> <p>What is the date and time of trip?: 4/2/22 8am</p> <p>Applicant Must Notify Utility Companies and City Police Department:</p>	Additional information input into the application.																		
Location Info 1	<p>In the section below, please type the word "HAUL" and select the HAULROUTE option.</p>	Lists the location instructions.																		

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this license request, then they are listed under **My Active Inspections**—none are required for this ANNUAL LONGER VEHICLE COMBINATION permit request.

*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 4.9 Permit's Review & Approval Process](#).

## 5.8 Requesting Temporary Events & Uses Permit

If you are requesting a permit for an organized event needing street closure, then request this **Temporary Events & Uses Permit**.

To request a Temporary Events and Uses Permit:

- From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.

