


5.9 Permit's Review & Approval Process




Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

These communications are EXAMPLES ONLY.

Permit Status	System Action	Action you should take																				
Intake	<p>Once you make a payment, you should receive a similar email based on cost of permit:</p> <p>EXAMPLE for: Grading Permit</p> <p>Thank you for your online order with Commerce City. If you paid for a building permit, you will be notified when your permit payment has been processed. Retain this copy for verification with statement. Payment method: WEB Receipt No.: WEB01600 Amount Paid: \$200.00 Paid Date: 5/3/2022</p> <table border="1" data-bbox="337 825 1218 972"> <thead> <tr> <th>PERMIT</th> <th>GRD22-00059</th> <th>10086 PITKIN WAY COMMERCE CITY, CO 80022</th> <th>GRADING PERMIT</th> </tr> </thead> <tbody> <tr> <td colspan="4">GRADING PLAN REVIEW FEES</td> </tr> <tr> <td colspan="3">GRADING PERMIT APPLICATION REVIEW FEE</td> <td>\$200.00</td> </tr> <tr> <td colspan="3">Sub Total:</td> <td>\$200.00</td> </tr> <tr> <td colspan="3">Total Amount Paid:</td> <td>\$200.00</td> </tr> </tbody> </table> <p>Name: [REDACTED] Address: [REDACTED] City, State, Zip: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p>	PERMIT	GRD22-00059	10086 PITKIN WAY COMMERCE CITY, CO 80022	GRADING PERMIT	GRADING PLAN REVIEW FEES				GRADING PERMIT APPLICATION REVIEW FEE			\$200.00	Sub Total:			\$200.00	Total Amount Paid:			\$200.00	Optionally, check on your application.
PERMIT	GRD22-00059	10086 PITKIN WAY COMMERCE CITY, CO 80022	GRADING PERMIT																			
GRADING PLAN REVIEW FEES																						
GRADING PERMIT APPLICATION REVIEW FEE			\$200.00																			
Sub Total:			\$200.00																			
Total Amount Paid:			\$200.00																			
Additional Info Required	<p>Commerce City Application/Permit GRD22-00063 Requires Additional Information</p> <div data-bbox="349 1318 1193 1396">  </div> <p>The permit application identified below requires additional information.</p> <p>Permit Number: GRD22-00063 Permit Type: GRADING PERMIT/ Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [REDACTED]</p> <p>Log into the Commerce City eTRAKIT portal at the address below to learn more about this status update and to provide the additional information required.</p> <p>https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomcity.csqrcloud.com%2Fcommunity-ettrakit%2F&data=05%7C01%7C%7C93ab43226dac47ece9e908da31de77fb%7C84df9e7fe9f640afb435aaaaaaa%7C1%7C0%7C637877128809749349%7CUnknown%7CTWFpbGZsb3d8eyJWljoImCMDElCjQjoiV2luMzliLjBTLi6k1haWw%3D&sd=hdTtkcy0Gx3JnZ6frR%2FOAgTCy1%2BYZJDBwBYiUHvk%3D&reserved=0</p> <p>**This is an automated notification; please do not reply to this email.**</p>	Login into eTRAKIT and provide additional information as required.																				

Permit Status	System Action	Action you should take
Awaiting Payment	<p>Commerce City Permit RADD22-00052 Fees Due</p> <p> [Redacted] Fri 4/15/2022 12:04 PM To: [Redacted]</p> <p>The permit application identified below is awaiting payment.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>Log into the Commerce City eTRAKIT portal at the address below to pay your outstanding fees.</p>	Login to pay outstanding fees.
Issued	<p>Commerce City Permit RADD22-00052 Issued</p> <p> [Redacted] ↩ ⏪ → ⋮ Fri 4/15/2022 9:20 AM</p> <p>The permit for the project identified below has been issued.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>Please log into the Commerce City eTRAKIT portal at the address below to obtain your permit and, if applicable, city-approved construction documents.</p>	Click link to retrieve permit and any city-approved construction documents
Closed	<p>Commerce City Permit RADD22-00052 Completed</p> <p> [Redacted] ↩ ⏪ → ⋮ Fri 4/15/2022 12:23 PM</p> <p>The permit application identified below is now complete.</p> <p>Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: [Redacted]</p> <p>If your project requires a certificate of occupancy or similar, you will need to apply for a separate Certificate of Occupancy/Completion permit. Log into the Commerce City eTRAKIT portal at the address below to apply.</p>	As needed, apply for a COI/Completion permit.