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).
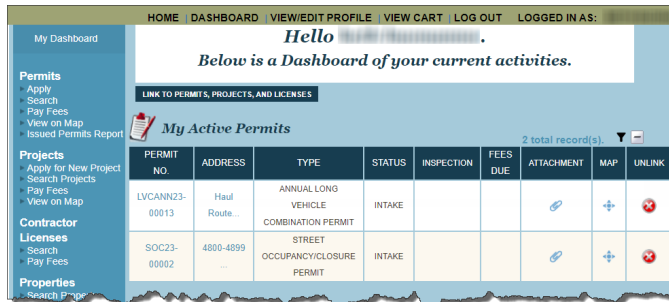
12. To monitor the review and approval process, refer to [Section 4.9 Permit's Review & Approval Process](#).
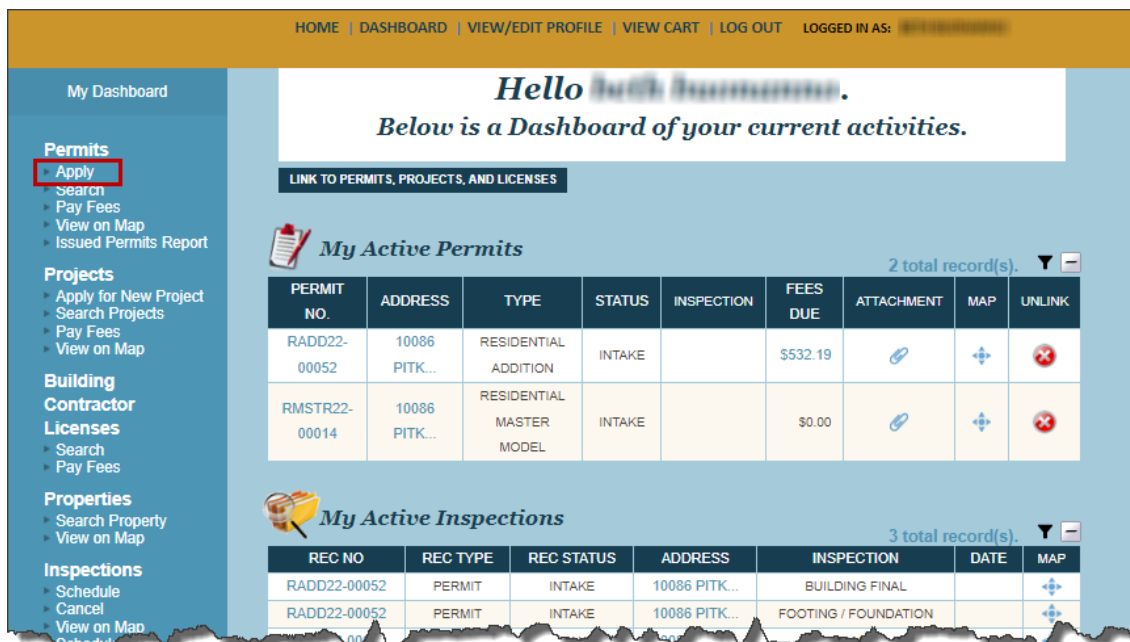
5.8 Requesting Temporary Events & Uses Permit

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:

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**.
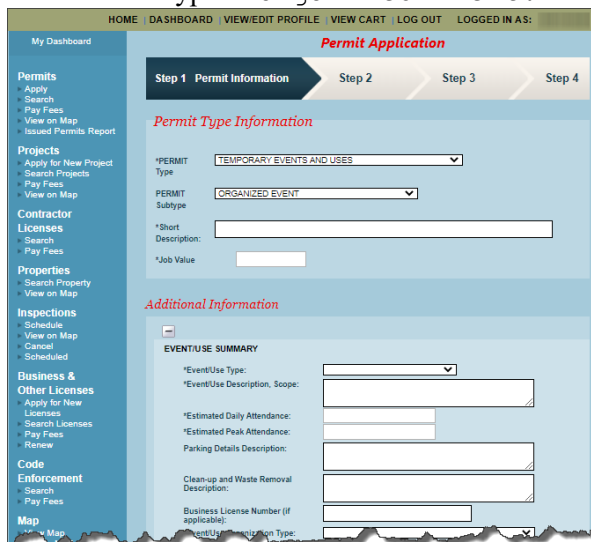
The Permit Application screen displays.

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

The Permit Application screen displays.

The example below depicts:

PERMIT Type of `Temporary Events and Uses` with the automatically selected PERMIT Subtype of `Organized Event`.

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

EXAMPLE: In this example I chose the **PERMIT Type** of `Temporary Events and Uses` with the PERMIT Subtype of `Organized Event`.

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 `Temporary Events and Uses`
	PERMIT Subtype	Accept the default, or from the drop-down list, make a different selection.
		EX: Here `Organized Event`

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R	Field	Description
*	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 `5000`. No dollar signs or commas allowed-they are auto-generated.

Additional Information:

EVENT/USE SUMMARY

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- `Organized Event with Street Closure`, **Types of Use** displays.

* = Required

*	Field	Description
*	Event/Use Type	Select the event type.
*	Event/Use Description, Scope	Type the event description and the scope of the event.
*	Estimated Daily Attendance	Type an estimated amount of people that will attend the event.
*	Estimated Peak Attendance	At peak time, estimate the peak attendance number.
	Parking Details Description	Where will attendees park?
	Clean-up and Waste Removal Description	How will waste be removed from the property?
	Business License Number (if applicable)	If you have a business license number, type it here.
*	Event/Use Organization Type	Select a Type.
	Would you like your event to be added to the City's Community Calendar website?	Select an answer.

Event/Use Details

*=Required

*	Field	Description
*	Will a structure, such as a tent, bounce house, stage or gantry, be erected?	Select an answer.
*	Will alcoholic beverages be served or sold?	Select an answer.
	Will food, goods or services be sold?	Select an answer.
*	Will there be a band or amplified sound?	Select an answer.
*	Will there be fireworks?	Select an answer.
	Are admission fees charged?	Select an answer.
	Admission Fee (if charged)	Type an amount with no commas or dollar signs.
	Are vendor or other fees required?	Select an answer.

<u>Request Date/Time</u>

*=Required

*	Field	Description
	Set-Up Date:	Using the Calendar 📅 icon, select a date.
*	Start Date of Event/Use:	Using the Calendar 📅 icon, select a date.
*	Start Time of Event/Use (denote a.m. or p.m.)	Type the start time, for example 8:00am.
*	End Date of Event/Use:	Using the Calendar 📅 icon, select a date.
*	End Time of Event/Use (denote a.m. or p.m.)	Type the ending time, for example 5:00pm.
	Dismantle Date:	Using the Calendar 📅 icon, select a date.

<u>Site Info</u>

*=Required

*	Field	Description
	Will restrooms be available on site?	Select an answer.
	Will portable toilets and hand-washing facilities be provided?	Select an answer.
*	Will there be any signs or banners? (If yes, a sign permit is required.)	Select an answer.
	Will a fence be erected?	Select an answer.
	Is site on a developed parking lot?	Select an answer.
	Will lighting be used to illuminate the site?	Select an answer.
*	Will electricity be needed?	Select an answer.
	Generator Size (kW):	Type the number.
*	Did you attach our site-related plan?	A plan of the site must be uploaded with your permit application showing the location of adjacent streets, existing structures and buildings, temporary structures (bounce house, stage, etc.) with uses and sizes noted, north arrow, fencing (including height and type), restroom facilities or portable toilets, generator(s) or location of shore power, type of parking surface, number of parking stalls, parking areas and driveway entrances, sound system and lighting, signs and banners with sizes noted, trash containers and dumpsters, booth or exhibit areas, and vehicle or trailers.
	Streets Proposed for Closure (if applicable):	As applicable, type the name of the streets affected.

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<u>Location *</u>

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:

c. type a partial to full address, or for a street range type `STR –` and click **Search**.

The system retrieves results matching characters types.

d. Select appropriate selection.

The system displays the full address for your selection, for example:

172316105013

10002 REUNION PKWY

COMMERCE CITY, CO 80022

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.
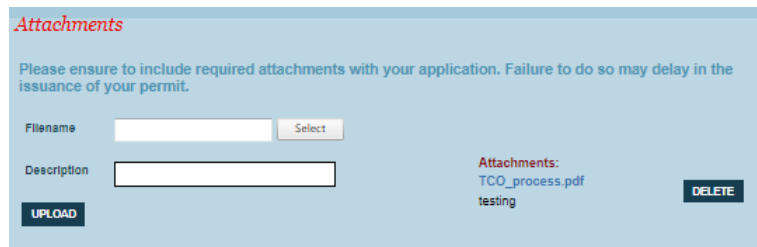
e. As needed, upload additional files.

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
*	Applicant Information (pre-populated and changeable)
	Owner Information (pre-populated and changeable)
	Contact Information
	Event Organization/Company Information
	Film, TV, Movie Production Company Information

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6. Click **Next Step**.

    The Permit Application: Step 3 Review and Submit screen displays.
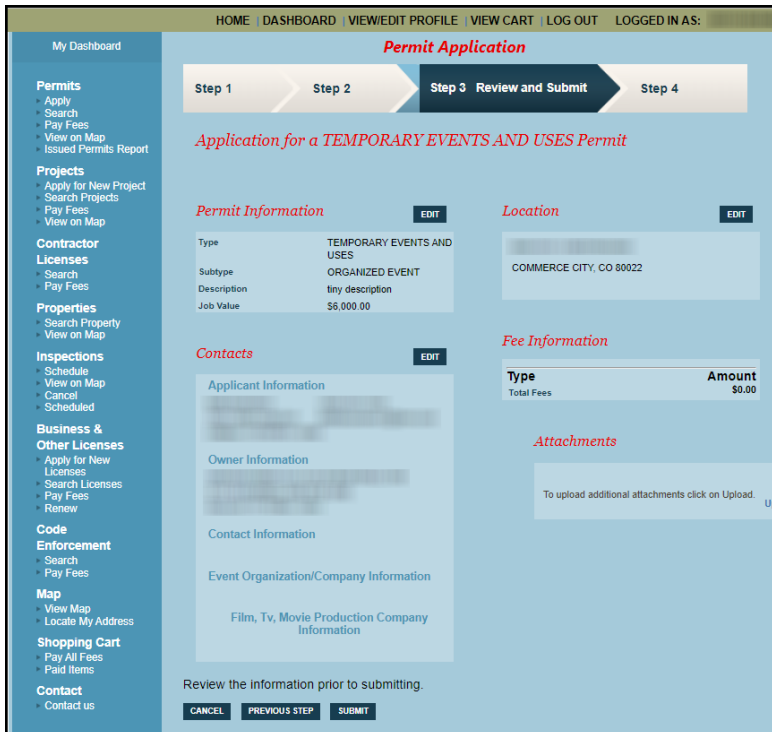
Note: Because there are no fees associated with this example, click Submit. If fees are associated, you are presented with the appropriate screen.

Click Submit.

The Permit Summary screen dispalys below the Search section.

An email is sent to the applicant.

> In your email, you will receive the following:
>
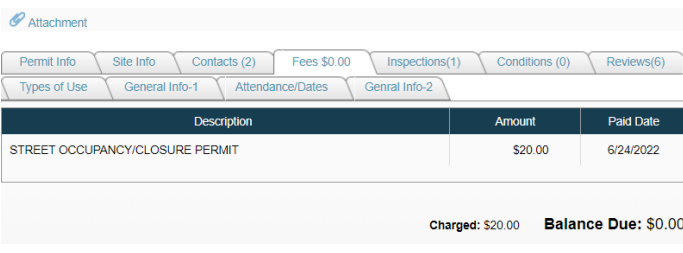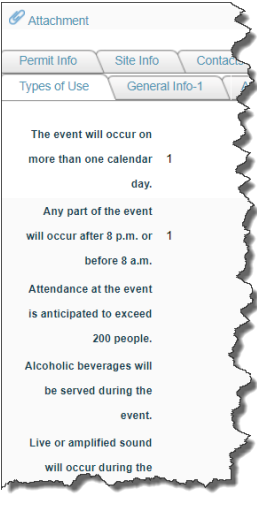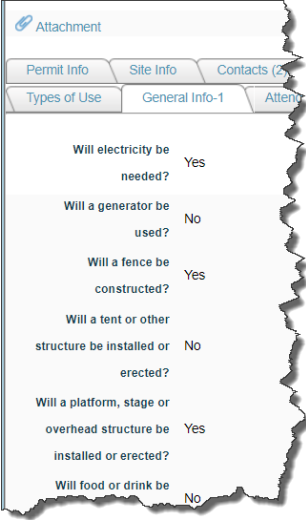> - A notification thanking you for your online order.
> - A payment receipt.
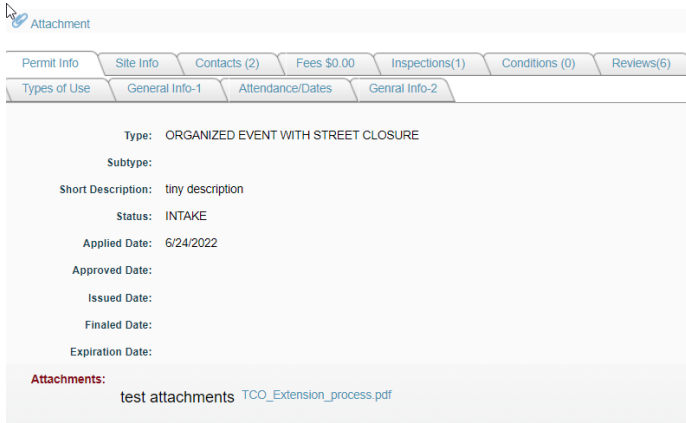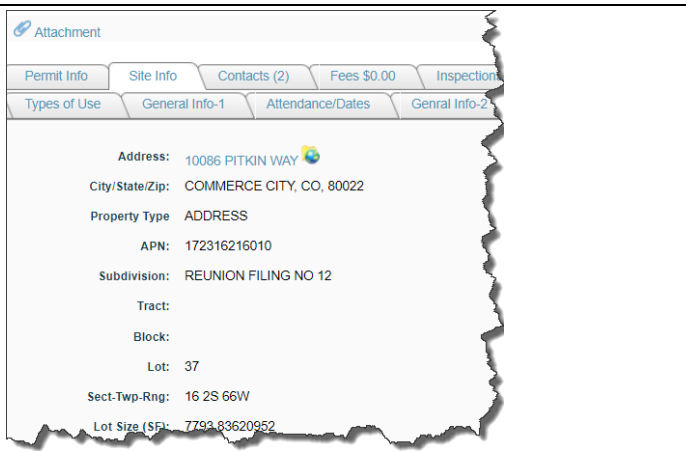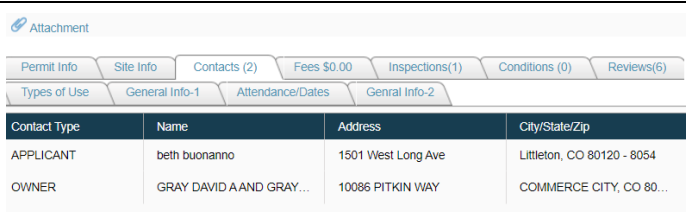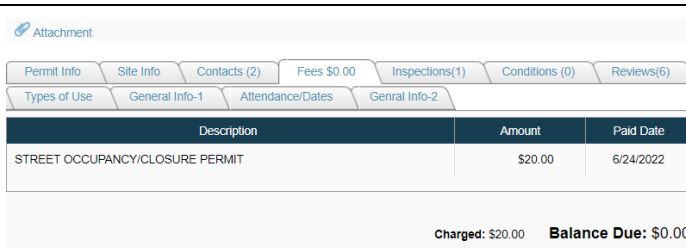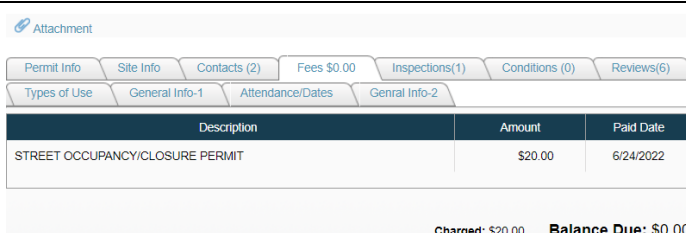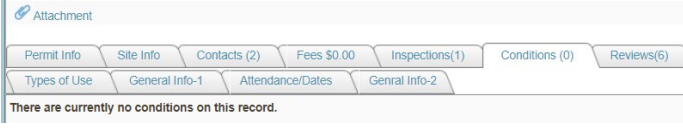
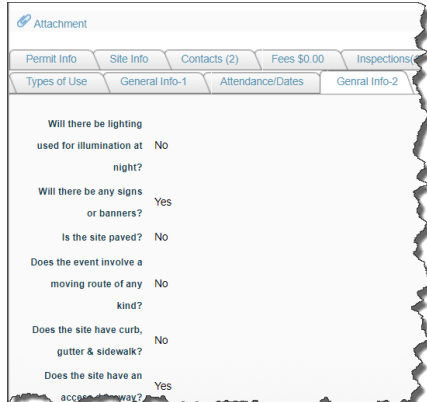7. Click **View Permit**.
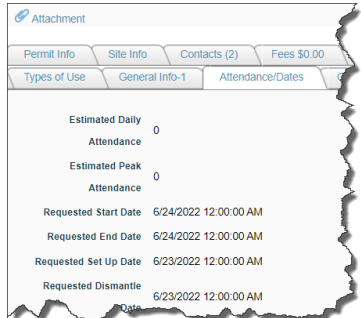
    The Permit map and Permit Descriptions tab displays.

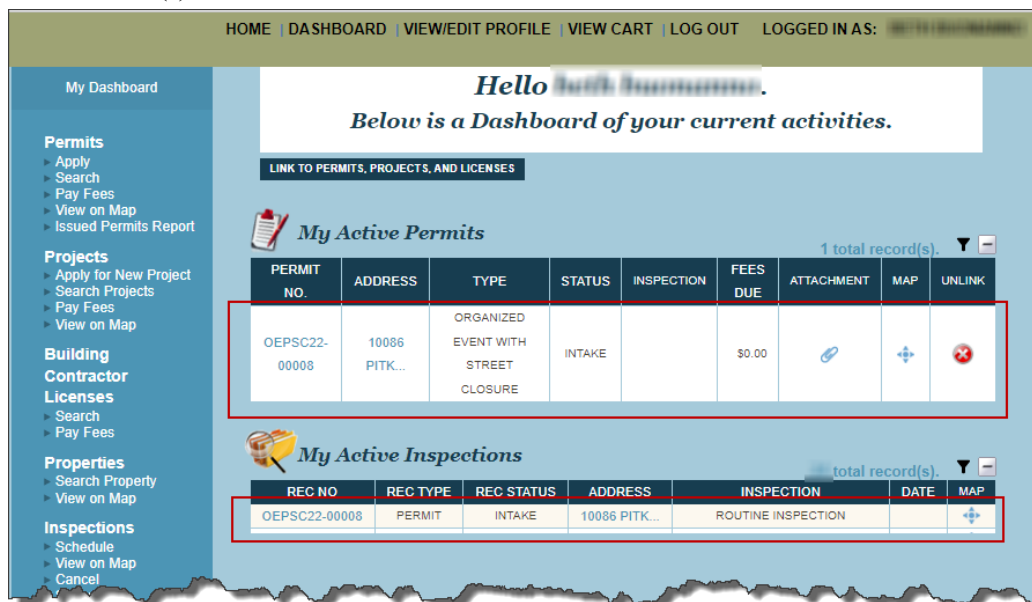   The tabs summarize the content on the requested permit:

    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		Data input on the Contact Information screen.
Fees		At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and displays fees already paid.
Inspections		Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.

Tab	Content	Content Description
		When the permit is issued, you will see inspection scheduling links here.
Conditions		If there are conditions to the issuance of your permit, they are shown here.
Reviews		The reviewer(s) who will be reviewing your permit request.
Types of Use		Additional Permit Information.
General Info 1		Additional Permit Information.

Tab	Content	Content Description
Attendance Dates		Dates and times entered for preparation, event, and dismantling.
General Info 2		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).

8. To monitor the review and approval process, refer to Section 3.8 Permit's Review & Approval Process.