WESTMINSTER

eTRAKiT Applying for Permits

This document is to be used as a guide for applying for permits through eTRAKiT.

APPLYING FOR PERMITS

- **Under My Dashboard > Permits, click Apply / New Permit:**

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS:

Hello Katie Test Electrical.
Below is a Dashboard of your current activities.

My Dashboard

Permits
▸ Apply / New Permit
▸ Search Permit
▸ Pay Fees
▸ View on Map

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees
▸ View on Map

Professional
▸ Search Contractors
▸ Pay Fees

Properties
▸ Search Property
▸ View on Map

Inspections
▸ Schedule
▸ Cancel
▸ View on Map
▸ Scheduled

My Active Permits

25 total record(s).

My Active Inspections

15 total record(s).

My Active Projects

9 total record(s).

My Expired Permits

15 total record(s).

WESTMINSTER

STEP 1 ENTER PERMIT INFORMATION

- **Applicants will have the option to apply for the following permit types:**

Please ensure you are choosing the correct PERMIT TYPE & SUBTYPE BEFORE proceeding through the online application process. Failure to do so may result in fees not being assed properly and a delay in application processing.

PermitTRAK Type	PermitTRAK Sub Type	Permit Descriptions
Commercial New	New Building	Brand new building i.e.; office building, hospital, core and shell
	New Multi Family	Brand new multi-family buildings, i.e. apartment buildings
	New Retaining Wall	Brand new retaining wall only
Commercial	Tenant Finish	Change in tenant and or first tenant occupying new space
	Demolition	Demolishing any part of existing building or structure
	Building	Current occupant remodel for a commercial property, sign structures over 6'
	Mechanical	Replacing RTU's, air conditioners, furnaces, HVAC work for a commercial property
	Electrical	Updating, changing, adding any electrical work for a commercial property
	Plumbing	Updating, changing, adding any plumbing work for a commercial property
	Reroof	Replacing roof on commercial property
	Water Repair	Repairing existing water line outside the building on property or upsizing existing water tap
	Sewer Repair	Repairing existing sewer line outside the building on property
	Fire Line Repair	Repairing existing fire line outside the building on property
Commercial Trailer	Construction Trailer	Temporary trailers to be used as construction offices
	Sales Trailer	Temporary sales trailers for public
Commercial Solar	No Sub Type	Installing PV Solar System, provide KW
Commercial Sign	Sign	Installing or changing sign., provide type, size, # of faces, and if electrical work is needed
	Banner	Temporary banner sign
Residential New	Single Family Attached	New single family attached residence
	Single Family Detached	New single family detached residence
Residential Counter	Air Conditioner	Replacing or installing new, provide AC Tons
	Demolition	Provide a plan with utility locations (plumbing, electrical, etc.)
	Evaporative Cooler	Replacing or installing new
	Furnace	Replacing or installing new, Provide BTU, efficiency
	Furnace and Air Conditioner	Replacing or installing new provide AC Tons, BTU, Efficiency
	Lawn Irrigation System	Installation of back flow preventer
	Reroof	Replacing roof, provide, # of squares, brand, type, color, stories, HOA approval letter if applicable
	Siding Replacement	Replacing siding, provide # of squares, brand, type, color, HOA approval letter if applicable
	Water Heater	Replacing or installing new, provide gallons, btu
	Tankless Water Heater	Replacing or installing new, provide detailed gas plan
	Window Replacement	Replacement no longer requires a permit. To increase the size of the opening, please submit a RESIDENTIAL BUILDING
	Water Repair	Repairing water lines outside the home, private property only
	Sewer Repair	Repairing sewer lines outside the home, private property only
Residential Interior	Basement Finish	Provide detailed plan to scale of basement utilizing Building Guide
	Interior Remodel	Provide detailed plan to scale of remodel
Residential Exterior	Deck	Provide detailed plan to scale of deck utilizing Building Guide
	Patio Cover or Carport	Provide detailed plan to scale of patio cover or carport utilizing Building Guide
	Garage	Provide detailed plan to scale of garage utilizing Building Guide
	Fence	Provide detailed plot plan and provide fencing height, placement, and material
	Above Ground Pool	Provide detailed plan to scale of aboveground pool, in ground pools are Residential Building permits
	Spa or Hot Tub	Provide manufacture's information
	Addition	Provide detailed plan to scale of addition utilizing Building Guide
	Shed or Accessory Structure	Provide detailed plot plan of shed or structure (square feet, will there be electrical, etc.)
Residential Building	Building	Miscellaneous building i.e. Foundation repair, increasing wall opening for window
	Electrical	Panel upgrades, adding outlets, etc.
	Plumbing	Moving or adding permanent plumbing pipes, adding or moving gas piping
	Mechanical	Adding or changing mechanical duct work or equipment, adding or moving gas piping
Residential Mobile Home	No Sub Type	Mobile home being set in a Westminster Mobile Home Park
Residential Solar	New PV Install	Installing new PV Solar System, provide KW
	Remove and Reinstall	Removing existing PV Solar System for reroof, then installing back on new roof
Fire	Commercial Fire Sprinkler	
	Fire Alarm	
	Fire Pump	
	Hood Suppression	
	Residential Fire Sprinkler	
	Storage Tank	

Fire Operational	*Commercial* *Residential*	
Right of Way	*Right of Way*	
Land Disturbance	*Capital Improvement* *Commercial* *Residential*	
Land Disturbance with Plat	*Capital Improvement* *Commercial* *Residential*	
Plat	*Plat*	
Telecom City Property	*Telecom City Property*	
Telecom Private Property	*Telecom Private Property*	
Telecom Right of Way	*Telecom Right of Way*	
Special Event Temporary Use	*Event on Private Property* *Event on Public Property* *Liquor*	
Conditional Use	*Domestic Violence Shelter* *Group Home for the Aged* *Group Home for the Developmentally Disabled* *Group Home for the Mentally Ill* *Thrift Store of Less Than 5000 SQ FT Gross Floor Area*	
Floodplain Development	*Non Residential* *Residential*	

Choose the correct Permit Type and Subtype:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS:

Permit Application

Step 1 Permit Information   Step 2   Step 3   Step 4

Permit Type Information

PERMIT Type   [RESIDENTIAL COUNTER   ∨]   Instructions for online RESIDENTIAL COUNTER applications.

PERMIT
Subtype

*Description:

COMMERCIAL NEW
COMMERCIAL
COMMERCIAL TRAILER
COMMERCIAL SOLAR
COMMERCIAL SIGN
RESIDENTIAL NEW
RESIDENTIAL COUNTER
RESIDENTIAL INTERIOR
RESIDENTIAL EXTERIOR
RESIDENTIAL BUILDING

- **Additional Information Fields**
  Different information fields will populate depending on which permit type/subtype is being applied for. Fields with an asterisk are required to be filled out. Applicants will not be able to proceed to the next step if required fields are missing.

- **Location**
  When entering the project location keep in mind less is more. For example, if the location is 4800 West 92nd Avenue don't type the whole address:

Location

*Enter part or all of your address and press search

Search By [Address ⌄] [4800 West 92nd Avenue] [SEARCH]

Address not found, use these tips.

Instead, try limiting the address characters:

Location

*Enter part or all of your address and press search

Search By [Address ⌄] [4800 W 92] [SEARCH]

Select address below
4800 W 92ND AVE - ADDRESS

Choose the address.

- **Your Relation to This Project**
  Check the box if you are the Property Owner or the Conctractor.

Your Relation to this Permit

☐ **Property Owner**
Check this box if you are the Property Owner

☑ **Contractor**
Check this box if you are the Contractor

- **Attachments**
  eTRAKiT does not support file names containing special characters, such as $, %, @, #, etc. Be patient when uploading attachments, depending on file size it could take anywhere from seconds to several minutes to upload. Once uploaded, the attachments will be located under the Attachments field, you will notice a Delete button if an attachment has been sucessfully uploaded:

If the uploaded attachment is not immediately visable, please do not continue to press Upload, this can cause multiple duplicate attachments to upload.

STEP 2 ENTER CONTACT INFORMATION

- **Applicant Information**
  Input the applicable applicant information.

- **Owner Information**
  Input the applicable owner information.

- **Contractor Information**
  Input the applicable contractor information.

- **City Staff Information**
  These fields do not need to be completed by the applicant.

Some of the information may automatically populate. Fields with an asterisk are required to be filled out. Applicants will not be able to proceed to the next step if required fields are missing.

STEP 3 REVIEW AND SUBMIT

Review the application for completeness. If changes need to be made, click Previous Step or Edit. If additional documents need to be uploaded, they may be uploaded at this step:

For additional information please visit our Building Page or Apply for a Permit or Project Page.