

How to: Fire Hood Suppression Permit

1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
- **Do not use the browser back button.**

1.2 Setup an Account

Create a User Name and Password to apply for permits and to view detailed information. Click "Setup An Account" to create your free account. If you have any questions please contact the Fire Department in one of the following ways:

In Person	Fire Department 1020 E Central Avenue Bismarck, ND 58501-1936
By Phone	(701)355-1400
By Email	ofitzsimmons@bismarcknd.gov

1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting the Bismarck Fire Department at 701-355-1400. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. The following information is required to be submitted to complete the Fireworks Permit:

- a. Complete set of plans drawn to scale indicating the following:
 - i. Location of appliance being covered.
 - ii. Size, length and arrangement of piping.
 - iii. Description, location and flow rate of nozzles.
 - iv. Location of detection devices.
 - v. Operating devices (manual pull activation)
 - vi. Quantity of extinguishing agent.
- b. Manufacture specifications sheets.
- c. Hydraulic calculations including summary sheets detailed worksheets, and graph sheet for the agent being used.
- d. Any additional information as required by NFPA 17, 17A, 13, 96, or 2001.

2.0 How to Access eTRAKiT

- 2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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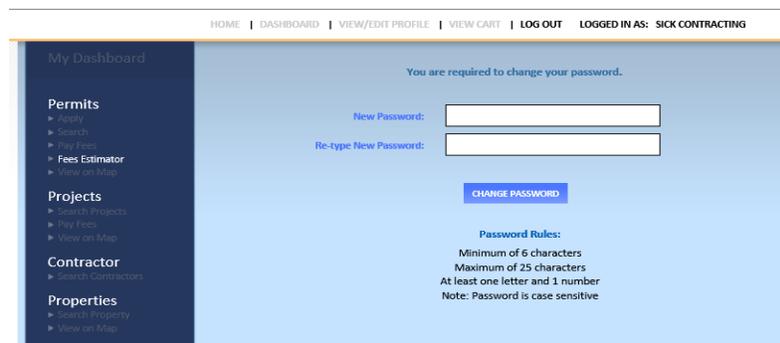
3.0 Log In one of two ways

3.1 Registered User Login (able to use BILL ME option having called Fire Department and registered)

3.1.1 Change login type to *Contractor*. Choose Contractor Name from Username drop down list, and enter password.



3.1.2 Click **LOGIN** button and you will be directed to change your password only the first time you login.



3.2 Public User Login Option to pay by credit card

3.2.1 Click "Setup an Account" to create your free account.



4.0 To Apply for a Permit

4.1 Select Apply for a Permit from the Menu in the left margin.

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4.2 Check the box next to “I Agree” and then click Continue.

4.3 Permit Application Step 1, Enter Permit Information

4.3.1 Select Permit Type and SubType from drop down menu.

4.3.2 Enter short description IN CAPS describing work to be completed.

4.3.3 Enter dollar amount of project for Job Value.

4.3.4 Enter part of the address and click Search. Select the correct address for the permit.

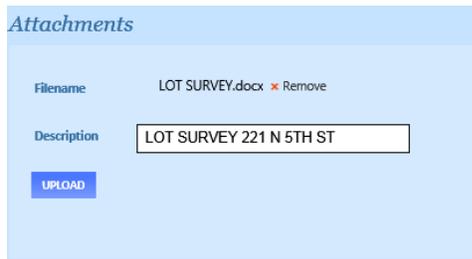
4.3.5 Check if you are the contractor.

4.3.6 Upload Required Submittal Items outlined in 1.4 above. Save documents with appropriate titles.

4.3.7 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

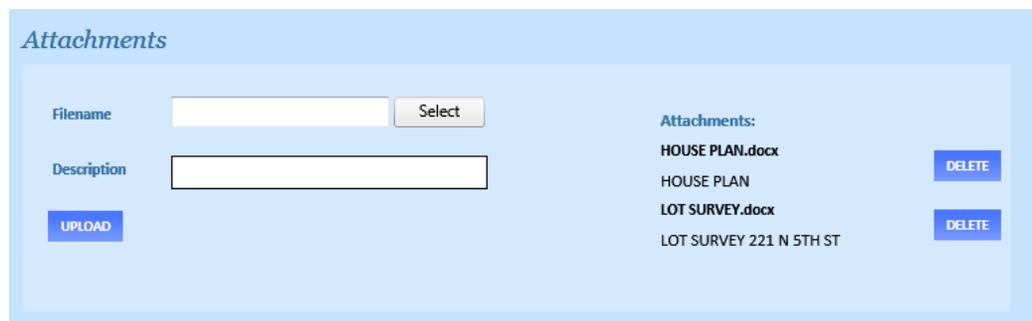
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4.3.8 Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field containing "LOT SURVEY.docx" with a small red "x" and the word "Remove" next to it. Below that is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the box is a blue "UPLOAD" button.

4.3.9 Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.



The screenshot shows the "Attachments" section of a web interface. On the left, there is a form with a "Filename" field (empty) and a "Select" button, a "Description" text input field (empty), and a blue "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of three items: "HOUSE PLAN.docx", "HOUSE PLAN", and "LOT SURVEY.docx". Each item has a blue "DELETE" button to its right. The "LOT SURVEY.docx" item also has the text "LOT SURVEY 221 N 5TH ST" listed below it.

4.3.10 Click Next Step.

4.4 Step 2, Contact Information

4.4.1 Enter or confirm the Applicant, Owner and Contractor then click Next Step. Please **note the applicant's email** address will be the primary contact during application, review, and inspection processes.

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Permit Application

STEP 1 **STEP 2 CONTACT INFORMATION** STEP 3 STEP 4

Application for a FIRE HOOD SUPPRESSION Permit

Applicant Information

*Name	WAYNE'S CONST	*Phone	(701) 355-1635
Address	2011 THOMPSON ST	*Email Address	wstoppler@bismarcknd.gov
City	BISMARCK		
State	ND	Zip	58501 -

Owner Information

*Name	SIERRA RIDGE LLC	Phone	() - -
Address		Email Address	
City	FARGO		
State	ND	Zip	58103 - 8420

Contractor Information

*Name	WAYNE'S CONST	*Phone	(701) 355-1635
Address	2011 THOMPSON ST	*Email Address	wstoppler@bismarcknd.gov
City	BISMARCK	License or ID	AEC275
State	ND	Zip	58501 -

Suppression System Contractor Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

4.5 Step 3, Review and Submit

4.5.1 If everything is correct click Next Step.

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Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a FIRE HOOD SUPPRESSION Permit

Permit Information [EDIT](#)

Type: FIRE HOOD SUPPRESSION
Subtype: WET
Description: JOHNS BBQ
Job Value: 1,600

Location [EDIT](#)

1030 W TURNPIKE AV 211
BISMARCK 1, ND 58501 NAGEL'S 6TH

Contacts [EDIT](#)

Applicant Information

WAYNE'S CONST (701) 355-1635
2011 THOMPSON ST wstoppler@bismarcknd.gov
BISMARCK, ND 58501

Owner Information

SIERRA RIDGE LLC
FARGO, ND 58103 - 3642

Contractor Information

WAYNE'S CONST (701) 355-1635
2011 THOMPSON ST wstoppler@bismarcknd.gov
BISMARCK, ND 58501

Suppression System Contractor Information

Fee Information

Type	Amount
HOOD SUPPRESSION SYSTEM	\$40.00
Total Fees	\$40.00

Attachments

To upload additional attachments click [Here](#)

4.6 Step 4, To Pay for a Permit

- 4.6.1** You will receive an email stating that your permit has been approved and direct you to pay through eTRAKiT.
- 4.6.2** Login to eTRAKiT and find the Approved permit on your Dashboard under *My Active Permits*. Under the Fees Due column click on the Fees that you wish to pay.

 **My Active Permits** 3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$0.00			
BRES2015-0013	205 E DENV...	BUILDING RESIDENTIAL NEW	APPROVED		\$1,144.25			
BRES2015-0025		BUILDING RESIDENTIAL NEW	SUBMITTED		\$0.00			

- 4.6.3** From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

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5.0 Payment

5.1 Payment Option 1, Credit Card

5.1.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

5.1.2 From Checkout Summary select Proceed to Payment. Enter credit card information and select Process Payment. Upon approval a receipt will be emailed to the Applicant's email address.



The screenshot shows a payment form with the following fields and values:

Total Fees:	\$1,144.25
Total Payment:	\$1,144.25
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA
Credit Card Number	<input type="text"/>
Expiration Date	January 2015
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota
Zip	58506 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

At the bottom of the form is a blue button labeled "PROCESS PAYMENT".

5.2 Payment Option 2, Bill Me (Contractors Only)

5.2.1 Contractors who have not been set up for billing with the City of Bismarck can register by contacting the Fire Department.

5.2.2 From the Checkout Summary select Bill Me. The Fiscal Department will generate an invoice to be received in the US Postal mail.