

Welcome to eTrakit for Electrical Contractors

If you are a new user, please request a *personal identification number* (PIN) to set up your account

Send an email to dli.etrakit@state.mn.us

Include in your email:

- Company name
- Company license number
- Contact name

Returning users, please use the same license number and password as in the old version of eTrakit.

BEFORE YOU START

1. Know the fees of the permit

Click on the applicable fee calculator on the Electrical page

*Note, you will need to remember the fee amount. The Calculator will not populate the amount in eTrakit for you.

2. Know the jobsite address and verify the inspection authority.

- Use the Local Code Look up to determine inspection authority
 - If ‘Local’ contact the municipality- eTrakit will NOT accept permits for municipalities.
 - If ‘State’, continue with eTrakit
- When a jobsite address is NOT in the city limits, it is in a Township

NOTES:

Your log in information

User: _____ Password: _____



***New Users: You will be prompted to change your password.

Choose a password you will remember, write it in 'My Notes' (previous page) for future reference.

NEW DASHBOARD shows

- Permit applications that are 'in process'
- Lists permits that are not in FINAL status
- Shows permits where a fee is due

*****Remember to use your mouse, NOT the Enter button*****

Let's get started!

Click on Apply under Permit/Plan Review



STEP 1 (PRE- APPLICATION)

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ETRAKIT 3 ELECTRICAL

My Dashboard

- Permit/Plan Review
 - Apply
 - Search
 - Pay Fees
- Properties
 - Search Property
- Elevator, Boiler & Pressure Vessel
 - Search Elevator, Boiler & Pressure Vessel
- Shopping Cart
 - Pay All Fees

STEP 1 PRE-APPLICATION | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6

Minnesota Department of Labor and Industry

Construction Codes and Licensing Division

Permit and Plan Review Pre-Application

Welcome to the Pre-Application. This system is designed to save your time by confirming that you can actually do that you are trying to do here on this site. Here is a link for jurisdiction checking if you want to jump out to thaw now. <http://www.crw.com>

1. Type of Application: Electrical Permit (dropdown) | ELECTRICAL PERMIT description. | **Choose Electrical**

2. Category: New 1 or 2 Family (dropdown) | ELE New 1 or 2 Family Dwelling

- New 1 or 2 Family (selected)
- Existing 1 or 2 Family
- New Multi-Family
- Existing Multi-Family
- Non-Dwelling

Permit Type

If NON DWELLING choose SUBTYPE

CANCEL | **NEXT STEP** | **CLICK 'NEXT STEP'**

Job site address- is the location of the work being performed. NOT the mailing address.

This is important because it determines the correct Inspector.

All fields that have an (*) need to have information entered.

City and Township have an (*) however it is one or the other. If the jobsite address is not in the city limits of a city, it is in a Township. Please use the Township in the jobsite address.

Follow the “Address Entry Tips”

Minnesota Department of Labor and Industry

Construction Codes and Licensing Division

Permit and Plan Review Pre-Application

This site provides access to portions of the Construction Codes and Licensing Division, and allows citizens to search for information and complete many commonly required tasks over the Internet.

Type of Application	ELECTRICAL PERMIT
Category	EXISTING 1 OR 2 FAMILY

Address Entry Tips :

If you are entering an address like 695 S 500 W
Enter 695 as the House Number, S as the Directional, and 500 W as the Street Name.

If you are entering an address like:419 Old Hwy 213
Enter 419 as the House Number, and Old Hwy 213 as the Street Name.

City OR Township are Required
Choose appropriate field for jobsite address
NOT mailing address

Required fields

Number	*	<input type="text"/>
Street Name	*	<input type="text"/>
Street Type		<input type="text" value="v"/>
Suffix Direction		<input type="text" value="v"/>
Unit Number		<input type="text"/>
City	*	<input type="text" value="v"/>
Township	*	<input type="text" value="v"/>
County	*	<input type="text" value="v"/>
State		<input type="text" value="MN"/>
Zip	*	<input type="text"/>

County will auto populate based on the Township or City Entered

STEP 1 PRE-APPLICATION STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

Minnesota Department of Labor and Industry Construction Codes and Licensing Division

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Type of Application ELECTRICAL PERMIT
Category EXISTING 1 OR 2 FAMILY

Address Entry Tips :
If you are entering an address like 695 S 500 W
Enter 695 as the House Number, S as the Directional, and 500 W as the Street Name.
If you are entering an address like:419 Old Hwy 213
Enter 419 as the House Number, and Old Hwy 213 as the Street Name.

Number * 7305
Street Name * Roscoe
Street Type RD
Suffix Direction
Unit Number
City
Township Crow Wing West
County * Crow Wing
State MN
Zip * 56401

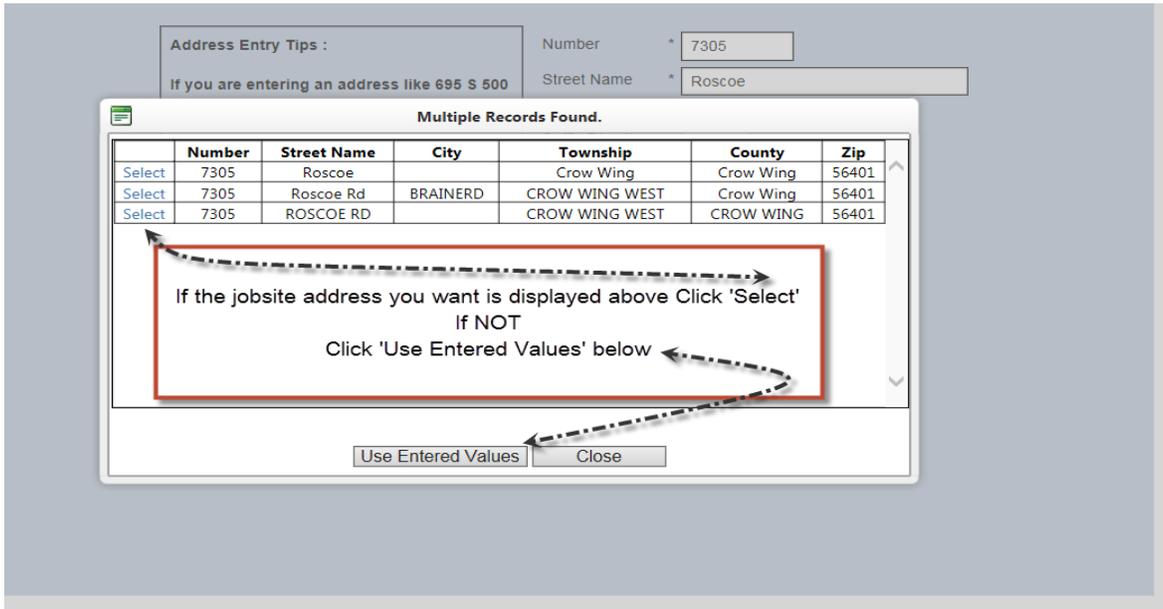
CANCEL VALIDATE Click 'Validate'

After the jobsite address is entered, click 'Validate'

The system will search the data that are present in our database for addresses that match the following sequence.

- *Number
- *City or Township
- *Zip Code

Data search will return all results that match



Pre- application continued...

If you receive the following message, it is because the information entered is requesting a permit for a jobsite address that is NOT a State inspection area.



Click 'OK'

Then Click 'Cancel'

***If you are certain the jobsite is in a State inspection area; you will need to start over and use the Township in the jobsite address.

STEP 2- PERMIT INFORMATION

Permit Application

STEP 1 **STEP 2 PERMIT INFORMATION** STEP 3 STEP 4 STEP 5 STEP 6

Permit Type Information

PERMIT Type: ELE EXST 1 OR 2 FAM (*) Required field

PERMIT Subtype: RESIDENTIAL EXST

PROJECT NAME: () Project Name is Required

Description:

Description is for all info you want the Inspector to know

Additional Information

READY NOW/WILL SCHEDULE?: ()Ready Now / Will Schedule

ROUGH-IN REQUIRED?: () Rough-in required

DIRECTIONS TO LOCATION:

JOB CONTACT NAME/PHONE:

ELECTRICAL UTILITY:

Click 'Next Step'

STEP 3- CONTACT INFORMATION

STEP 1 STEP 2 **STEP 3 CONTACT INFORMATION** STEP 4 STEP 5 STEP 6

Application for a ELE EXST 1 OR 2 FAM Permit

Applicant Information (*) Required fields

*Name: Etrakit 3 Electrical Phone: (651) 284-5638

*Address: 443 Lafayette Rd N Email Address: bryan.priem@state.mn.us

*City: St Paul

State: MN *Zip: 55155 -

Owner Information

*Name: Weston Roscoe Phone: (651) 303-1264

*Address: 7305 Roscoe Rd Email Address:

*City:

State: *Zip: 56401 -

Contractor Information

Cannot be modified. Cancel application and update profile to change.

Name: Etrakit 3 Electrical Phone: (651) 284-5638

Address: 443 Lafayette Rd N Email Address: bryan.priem@state.mn.us

City: St Paul License or ID: EA00000

State: MN Zip: 55155 -

Click 'Next Step'

STEP 4– FEE SELECTION

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 FEE SELECTION** > STEP 5 > STEP 6

Application for a ELE EXST 1 OR 2 FAM Permit

Select	Quantity	Description	Amount
<input checked="" type="checkbox"/>	1	ELE SURCHARGE FEE	\$1.00
<input checked="" type="checkbox"/>	<input type="text" value="70"/>	ELE PERMIT INSPECTION FEE	\$70.00
Total Amount :			\$71.00

Enter the inspection fee AMOUNT in the box

The fees **should not** be less than \$36.00

The minimum inspection fee is \$35.00 + \$1.00= \$36.00

If you receive the following error – it is because you did not enter your fee amount in the box as indicated above

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 FEE SELECTION** > STEP 5 > STEP 6

Application for a ELE EXST 1 OR 2 FAM Permit

Quantity on selected fee must be greater than 0.

Amount
\$1.00
\$35.00
Total Amount : \$36.00

PLEASE NOTE: The Surcharge fee dropped from \$5.00 to \$1.00 on July 1, 2015.

STEP 5- REVIEW AND SUBMIT

Review the information you are submitting for a permit.

Application for a ELE EXST 1 OR 2 FAM Permit

Permit Information [EDIT]

Type	ELE EXST 1 OR 2 FAM
Subtype	RESIDENTIAL EXST
Description	test

Location

Address	7305 ROSCOE RD
City	
Township	CROW WING WEST
County	CROW WING
State	MN
Zip	56401

Contacts [EDIT]

Applicant Information

Etrakit 3 Electrical	(651) 284-5638
443 Lafayette Rd N	bryan.priem@state.mn.us
St Paul, MN 55155	

Owner Information

Weston Roscoe	(651) 303-1264
7305 Roscoe Rd	
Brainerd 56401	

Contractor Information

Fee Information [EDIT]

Type	ELE SURCHARGE FEE
Amount	\$5.00
Type	ELE PERMIT INSPECTION FEE
Amount	\$70.00
Total Fees	\$75.00

Click 'Next Step'

STEP 6 PAYMENT

This step allows you to

- Go back to Step 2 and edit information
- Add this permit application to the cart- so that you can create additional permits
- Pay for a single permit application

When you click 'Add to Shopping Cart' the permit application will be added to the cart and you can continue adding permits

Checkout Summary

ELE EXST 1 OR 2 FAM Permit

ELE SURCHARGE FEE	\$5.00
ELE PERMIT INSPECTION FEE	\$70.00

Fees Due: \$75.00

Total: \$75.00

[BACK TO STEP TWO] [ADD TO SHOPPING CART] [PAY NOW]

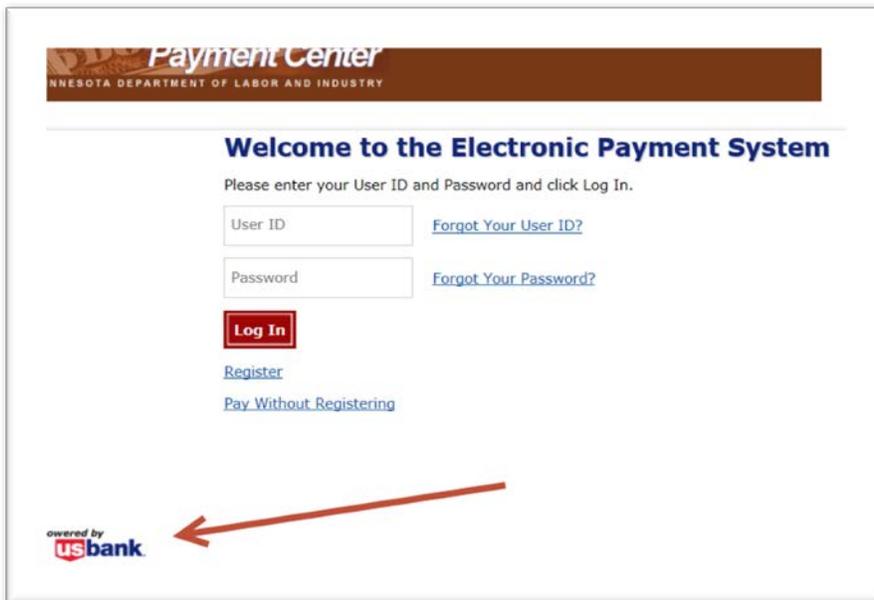
FINAL STEP

When you Click 'Pay Now' -- You will be directed to the Payment Center

You are no longer in eTrakit--- you are at the US Bank website

**You can pay for only 10 items at a time by clicking 'Proceed to Checkout'

**Note that you WILL NOT receive a permit number until you pay for the permit



Please note that when you have completed the payment process and you receive your confirmation number.

Click 'Continue' in the lower left corner of the site and this will direct you back to eTrakit and your Payment Summary page.

Where you can print the permit, print the Payment Summary page and view the permit.

Thank you for using eTrakit!

If we can be of assistance, please let us know.

~eTrakit Support Team