



## eTRAKiT Requirements for New Registered User Accounts

Please review the different types of Registered Users below to determine what information will need to be provided to set up your account. Please note that additional information may be required.

- **All accounts require the following information:**
  - Company Name and Address
  - Contact Name, Email and Phone Number

### **PLANNING:**

**PROJECT-related Users: Developers, Engineers, Architects, etc.**

Email the above information to [planning@bentonvillear.com](mailto:planning@bentonvillear.com). We will email your login information to you.

### **PERMITTING:**

**PERMIT-related Users:**

- **All General Contractors, Owner Contractors**
  - If you currently have a Non-Occupancy deposit on file, email us at [building@bentonvillear.com](mailto:building@bentonvillear.com). We will email your login information. Please include your Company Name, Address, email address and contact phone numbers. Your contractor's license and liability insurance will need to be up to date.
  - If you do not have a Non-Occupancy deposit on file, please come to our office to set up your account.

#### **Additional Requirements:**

- Non-Occupancy Deposit (\$500 residential, \$1000 commercial)
- AR State Contractors License (omit for owner contractor)
- General Liability Insurance (omit for owner contractor)

#### ➤ **Subcontractors:**

**Electrical, Plumbing, Mechanical, Signs, Pool, Fire Alarm, Sprinkler Companies, etc.**

Email the required information and documents to [building@bentonvillear.com](mailto:building@bentonvillear.com) or visit our office at 305 SW A Street.

#### **Additional Requirements:**

##### **Electrical**

AR Master Electrical License  
General Liability Insurance

##### **Plumbing**

AR Master Plumbing License  
General Liability Insurance

##### **Mechanical**

AR Master HVACR License  
General Liability Insurance

- *If these items are currently on file with us and are up to date, we can email your login information.*