



eTrakit

How to Apply for a Permit

Logging on to eTrakit:

1. After logging into eTrakit, you will be directed to your Dashboard. From here you will be able to access your **“Active Permits”**. To apply for a new permit, click on **“Apply for a New Permit”** under Permitting on the left-hand side.
2. Read the disclaimer and select **“I Agree”** then click **“Continue”**.

My Active Permits (5 total records)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
PLR17-1565	305 SW A S...	PLUMBING RESIDENTIAL	UNDER REVIEW			\$35.00
RADD17-1512	305 SW A S...	ADDITION RESIDENTIAL	ISSUED			\$130.00
RES19-0096	305 SW A S...	NEW RESIDENTIAL	RECEIVED			\$3,103.35
RES19-0091	305 SW A S...	NEW RESIDENTIAL	RECEIVED			\$7,120.00

New Online Permit Application

When properly validated, this form constitutes a building permit. This expires and becomes null and void should work not be commenced 180 days from validation date or should authorized construction be suspended or abandoned for a period of 180 days after work is commenced.

For Permit types that require plan review you can complete your permit application and it will be routed to the proper plan reviewing parties upon completion.

**You can log onto this portal 24/7 for real time updates and progress on your permit, pay fees, and search for information.*

I Agree I Disagree

CONTINUE

STEP 1: Enter Permit Information, Address and Upload Documents:

1. Choose the correct **Permit Type** from the drop-down menu. If a **Permit Subtype** drop-down menu appears, select the correct permit subtype. Not all permits have subtypes.

Permit Application - STEP 1 PERMIT INFORMATION

Permit Type Information

PERMIT Type: [Dropdown menu]

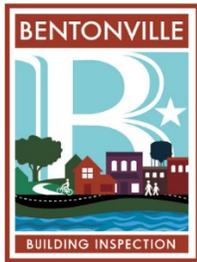
*PERMIT subtype: [Dropdown menu]

*Job Value: [Text input field]

2. For new construction and commercial additions, the **Job Value** is not required. Put a 0.00 in the field.

The job value will be determined using the ICC Building Valuation Data, based on use, construction type and cost per square foot.

Job Value is required for remodels, signs, residential additions, alterations, decks, pools, accessory structures, etc.



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- Next you will fill out the **Required Information** pertaining to your Permit Type. (If there is a question mark (?) symbol next to the question, there is additional information available concerning that question). ALL questions must be answered to continue the process.
- Next, you will enter the **Location**. You are able to search by address or parcel number. Type in the information and click **“Search”**, double click on the correct address/parcel number from the list provided.

Location

***Enter part or all of your address and press search**

Search By

Select address below

- 305 SW A ST - ADDRESS
- 305 SW A ST KYLE - ADDRESS

*If the address or parcel number is not listed, you will not be able to proceed with the permit application process. Please contact our office at 479-271-3125 to obtain a valid address.

- Attachments:** You will upload all of your required documents here. Site plan, elevations, floor plan, State Health approval, etc. Please refer to [Permit Submittal and Naming Convention](#). Your application will be returned if any required documents are not uploaded or drawn to scale.

Next to “Filename”, click on **“Select”**, click on the file to upload and choose Open. Your file will attach (you have the option to remove the file). Go to the Description field next.

Attachments

Please upload any required documents needed for your permit type. Documents can be uploaded at anytime using this portal. Please enter which document you are uploading in the description box. Improperly naming documents may result in unnecessary delays to your permit.

Filename

Description

Attachments

Please upload any required documents needed for your permit type. Documents can be uploaded at anytime using this portal. Please enter which document you are uploading in the description box. Improperly naming documents may result in unnecessary delays to your permit.

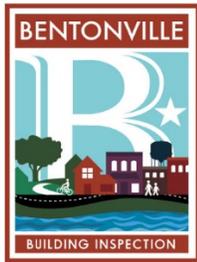
Filename

Freedom Receipt.pdf

Freedom Receipt.pdf

Description:

Description: In the **Description** field you will need to name your upload. Please refer to [Permit Submittal and Naming Convention](#). The file must be named correctly.



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Once you see your attached file and you have named it correctly, click on **“Upload”**, this will take you to a disclaimer box. Read the disclaimer, then click **“Accept”**. Please verify your file has moved over to the left side of the screen, and a **“Delete”** button is available. If not, your file has not uploaded correctly.

Attachments

Please upload any required documents needed for your permit type. Documents can be uploaded at anytime using this portal. Please enter which document you are uploading in the description box. Improperly naming documents may result in unnecessary delays to your permit.

Filename	<input type="text"/>	Select
Description	<input type="text"/>	
<input type="button" value="UPLOAD"/>		
		<input type="button" value="DELETE"/>
<input type="button" value="CANCEL"/>		<input type="button" value="NEXT STEP"/>

Attachments:
Freedom Receipt.pdf
Submittal 7-17-2019

****Important Note**:**

Make sure everything on this page filled out correctly. If you advance to the **“Next Step”** and try to return to this page- all information will have to be re-entered.

Once you are finished uploading and verifying, click on **Next Step**.

STEP 2: Contact Information

1. Enter and/or verify all information is correct. Owner information should automatically fill out, if different please update.
2. Click **Next Step** to proceed.

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

Application for a NEW RESIDENTIAL Permit

Applicant Information

*Name	Annette Test	Phone	(479) 271-3126
Address	305 SW A	Email Address	ABRIGHTWELL@bentonvillear.com
City	Bentonville		
State	AR	Zip	72712 -

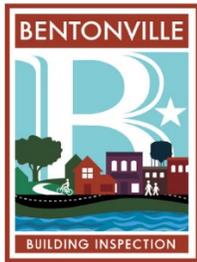
Owner Information

*Name	CITY OF BENTONVILLE	Phone	() - -
Address	117 W CENTRAL AVE	Email Address	abrightwell@bentonvillear.com
City	BENTONVILLE		
State	AR	Zip	72712 - 5256

Contractor Information

If your contact information needs to be updated or changed please contact the Building Services at 479-271-3125.

*Name	Annette Test	Phone	(479) 271-3126
Address	305 SW A	Email Address	ABRIGHTWELL@bentonvillear.com
City	Bentonville	License or ID	AEC213



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STEP 3: Review and Submit

1. Review all information. Ensure everything is provided to avoid delays. Additional attachments can be added here if necessary.

** **Note:** Fee Information stated here will possibly be incorrect. Fees will be calculated by staff once we have reviewed the application. You will receive a final total once application/permit is approved.*

2. Click **“Submit”**.

The screenshot shows the 'Application for a NEW RESIDENTIAL Permit' in the 'STEP 3 REVIEW AND SUBMIT' stage. The interface is divided into several sections:

- Permit Information:** Type: NEW RESIDENTIAL, Subtype: DUPLEX, Description: (blank), Job Value: \$0.00.
- Location:** 305 SW A ST KYLE, BENTONVILLE 1, AR 72712 00357 RAILROAD, ADDITION.
- Contacts:** Applicant Information (Annette Test, 479) 271-3126, 305 SW A, ABRIGHTWELL@bentonvillear.com, Bentonville, AR 72712; Owner Information (CITY OF BENTONVILLE, 117 W CENTRAL AVE, abrightwell@bentonvillear.com, Bentonville, AR 72712 - 5256); Contractor Information (Annette Test, 479) 271-3126, 305 SW A, ABRIGHTWELL@bentonvillear.com, Bentonville, AR 72712).
- Fee Information:** Table with columns Type and Amount. Total Fees: \$30.00.
- Attachments:** 2019 City Council Calendar-Final.pdf (DELETED). A yellow box highlights 'To upload additional attachments click Here'.

At the bottom, there is a 'Review the information prior to submitting.' message and buttons for CANCEL, PREVIOUS STEP, and SUBMIT.

You are done!

- You have the option to click on **View Permit**.
- This will take you to the permit information and will give you your permit number.
- Several tabs are available to monitor the progress of reviews, inspections, etc.
- Once you have receive an Approved permit notification you may pick up and pay for your permit at our office, 305 SW A Street, Bentonville, AR 72712.