



## USER ACCOUNT REQUIREMENTS

### Planning, Building & Fire Safety

#### ❖ **PLANNING:**

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

Email your Company name, address, contact name, email and phone number to [planning@bentonvillear.com](mailto:planning@bentonvillear.com). We will email you once your account is created.

#### ❖ **BUILDING CONTRACTORS:**

##### **Account Requirements:**

- Construction Deposit (\$500 residential, \$1000 commercial, \$200 residential remodels, and misc. permits.
- AR State Contractors License (omit for owner contractor)
- General Liability Insurance (omit for owner contractor)

##### **NEW General Contractors and Owner Contractors**

- If you do not have an active account or a Construction Deposit on file, please come to our office to set up your account.

##### **EXISTING General Contractors and Owner Contractors**

- If you already have an active account established and a construction deposit on file you are immediately able to log onto eTrakit.
- Your contractor's license and liability insurance will need to be up to date.

#### ❖ **FIRE ALARM & SPRINKLER CONTRACTORS**

##### **New Account Requirements:**

- Email your Company name, address, contact name, email and phone number to [dblackburn@bentonvillear.com](mailto:dblackburn@bentonvillear.com). We will email you once your account is set up.
- Copy of AR State License- License number, expiration date.

##### **EXISTING FIRE CONTRACTORS**

- If you already have an active account established you are immediately able to log onto eTrakit.
- Your contractor's license will need to be up to date.

To activate your account please refer to “[Logging in as a New Registered User](#)” document. Link available on the eTrakit website.