



# eTrakit

## How to Apply for a Code Compliance Certificate

### Logging on to eTrakit:

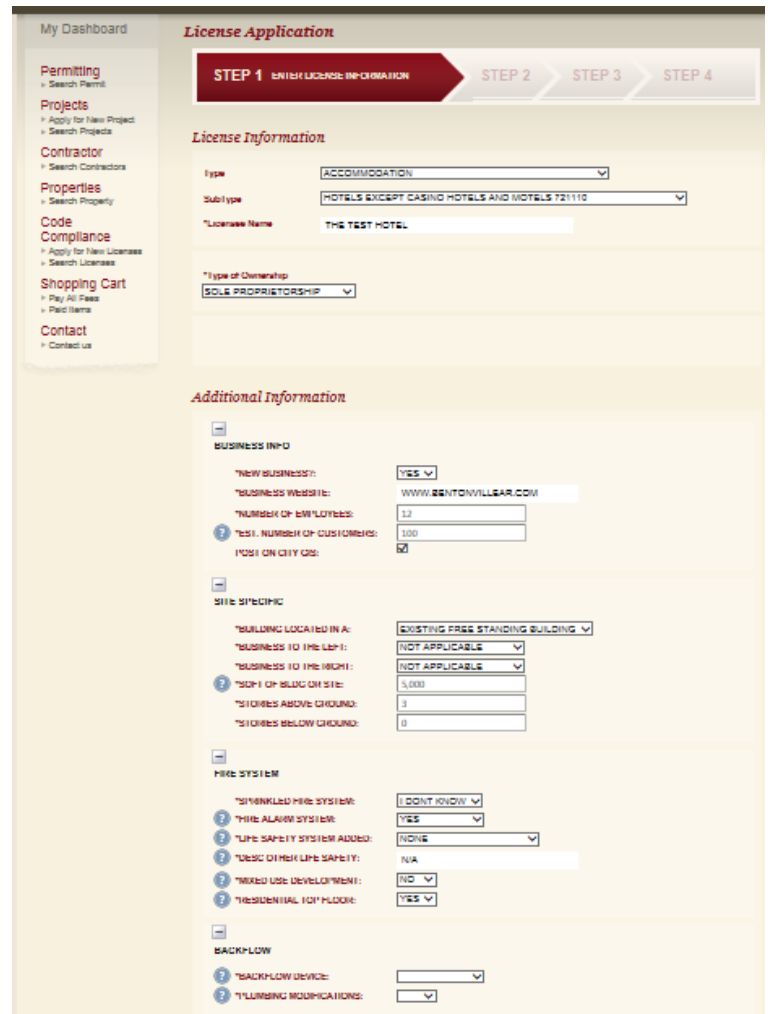
- After logging into eTrakit, you will be directed to your Dashboard. To apply for a new Code Compliance Certificate, click on **“Apply for a New License”** under Code Compliance on the left-hand side.



### STEP 1: Enter Information:

- Type.** Choose the correct Code Compliance type from the drop-down menu. Some types have subtypes, select the correct subtype. Not all types have subtypes.
- Licensee Name.** Enter Business Name.
- Type of Ownership.** Choose from drop down.
- Additional Information.** Next you will be required to answer specific questions from different city departments.
  - Use N/A or 0 in the description fields when question does not apply.
  - Incomplete answers could delay processing time.

Click **Next Step**.





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## How to Apply for a Code Compliance Certificate

### STEP 2: Address/Contact Information

- Address.** Enter address and click search. Choose correct address from list.
- Print Name As:** Enter Name of Business to be printed on certificate.
- Email Address:** Enter email address to send certificate.
- Phone.** Business phone number.
- Emergency:** After Hours emergency number.
- Mailing Address.** Click in box "Same as License Address" if applicable. If different, fill out fields.
- Owner Information.** Verify and/or correct any information.
- Manager Information.** Fill out if applicable.
- After Hours Emergency 1 Information.** Fill out for emergency services.
- Applicant Information.** Fill out if you are applying for someone else.
- Click **Next Step** to proceed.

**My Dashboard**

**License Application**

STEP 1 | **STEP 2: ADDRESS/CONTACT INFORMATION** | STEP 3 | STEP 4

**Application for a ACCOMMODATION License**

**License Address**

305 SW A ST KYLE  
BENTONVILLE, AR 72712

Address Lookup

Print Name As	THE TEST HOTEL
Email Address	ABRIGHTWELL@BENTONVILLEAR.
Phone	(479) 271-3125
Fax	(479) 217-5006
Emergency	(479) 271-3125

**Mailing Address**

Same as License Address

Street Number	305	City	BENTONVILLE
Street Name	SW A ST	State	AR
State	KYLE	Zip	72712 -

**Owner Information**

Name	ANNETTE TEST CONTRACTOR	Phone	(479) 271-3125
Address	117 W Central Ave	Email Address	abrightwell@bentonvillear.com
City	Bentonville		
State	AR	Zip	72712 -

**Manager Information**

Name	DONALD DUCK	Phone	(479) 271-3125
Address	123 MICKEY WAY	Email Address	
City	BENTONVILLE		
State	AR	Zip	72712 -

**After Hours Emergency 1 Information**

Name	MICKEY MOUSE	Phone	479/2713125
Address	305 SW A ST	Email Address	MICKEY@DISNEYLAND.COM
City	BENTONVILLE		
State	AR	Zip	72712 -



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## How to Apply for a Code Compliance Certificate

### STEP 3: Review and Submit

1. Review all information. Ensure everything is provided to avoid delays.
2. Click “Next Step”.

My Dashboard

**License Application**

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

**Application for a ACCOMMODATION License**  
Review the information below prior to submitting the application

**License Information** [EDIT]

Type	ACCOMMODATION
Subtype	HOTELS EXCEPT CASINO HOTELS AND MOTELS 721110
Licensee	THE TEST HOTEL
Type of Ownership	SOLE PROPRIETORSHIP

**License Address** [EDIT]

305 SW A ST KYLE BENTONVILLE, AR 72712	
Print Name As	THE TEST HOTEL
Email Address	ABRIGHTWELL@BENTONVILLEAR.COM
Phone	(479) 271-3125
Fax	(479) 217-5906
Emergency	(479) 271-3125

**Mailing Address** [EDIT]

305 SW A ST KYLE BENTONVILLE, AR 72712
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**Additional Information** [EDIT]

BUSINESS INFO	
NEW BUSINESS?	YES
BUSINESS WEBSITE	WWW.BENTONVILLEAR.COM
NUMBER OF EMPLOYEES	12

**Contacts** [EDIT]

Owner Information	
ANNETTE TEST CONTRACTOR	(479) 271-3125

### STEP 4: You are done!

- You have the option to click on **View License**. This will take you to the license information and will give you your Code Compliance number.
- Several tabs are available to monitor the progress of the reviews.
- Once the application has been approved by all departments you will be emailed a Code Compliance Certificate.
- A permit will not be issued until the Code Compliance application is approved. If you are applying for a permit- this process takes 2-3 days, please plan accordingly.

(The **Print Summary** button only prints a screen shot of this screen.)

HOME | DASHBOARD | VIEWEDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANNETTE TEST CONTRACTOR

My Dashboard

**License Application**

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

**Confirmation**

There are no fees for this license. Your application is complete.

Once all departments have reviewed and approved the application you will be emailed a Code Compliance Certificate. A permit will not be issued until the Code Compliance application has been approved. If you are applying for a permit- this process takes 2-3 days, please plan accordingly.

[VIEW LICENSE](#) [PRINT SUMMARY](#)