



eTRAKIT REQUIRMENTS FOR USER ACCOUNTS

❖ **PLANNING:**

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

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

❖ **PERMITTING:**

Contractor Account Requirements: (Not required for Fire or Engineering related permits.)

- 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. On the eTrakit website, <http://trakitweb.bentonvillear.com/etrakit/>. Follow the steps below to log on.
- Your contractor's license and liability insurance will need to be up to date.

To activate your account please refer to "Logging in as a New Registered User" document.