

# Welcome to eTrakit for Homeowners

If you are a new user, please create a user identification and password under “Public”.

Returning users, please use the same license number and password as in the old version of eTrakit.

## BEFORE YOU START

### 1. Know the fees of the permit

Click on the applicable fee calculator on the Electrical page

\*You will need to remember the fee amount; the calculator will not populate the amount in eTrakit for you.

### 2. Know the jobsite address and verify the inspection authority.

- Use the Local Code Look up to determine inspection authority
  - If ‘Local’ contact the municipality- eTrakit will NOT accept permits for municipalities.
  - If ‘State’, continue with eTrakit
- When a jobsite address is NOT in the city limits, it is in a Township

## NOTES:

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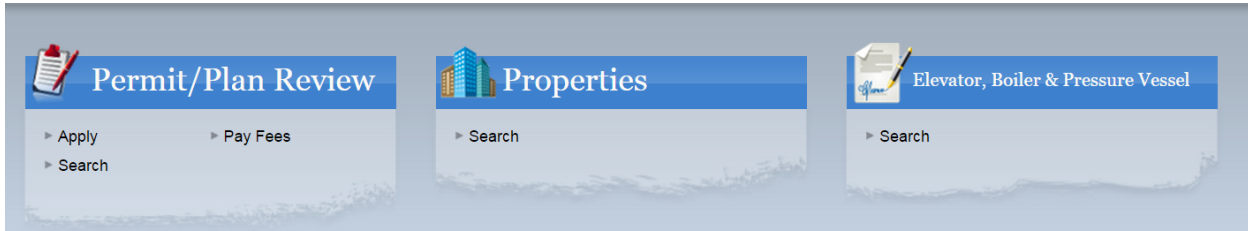
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## Your log in information

User: \_\_\_\_\_ Password: \_\_\_\_\_



Create an account here



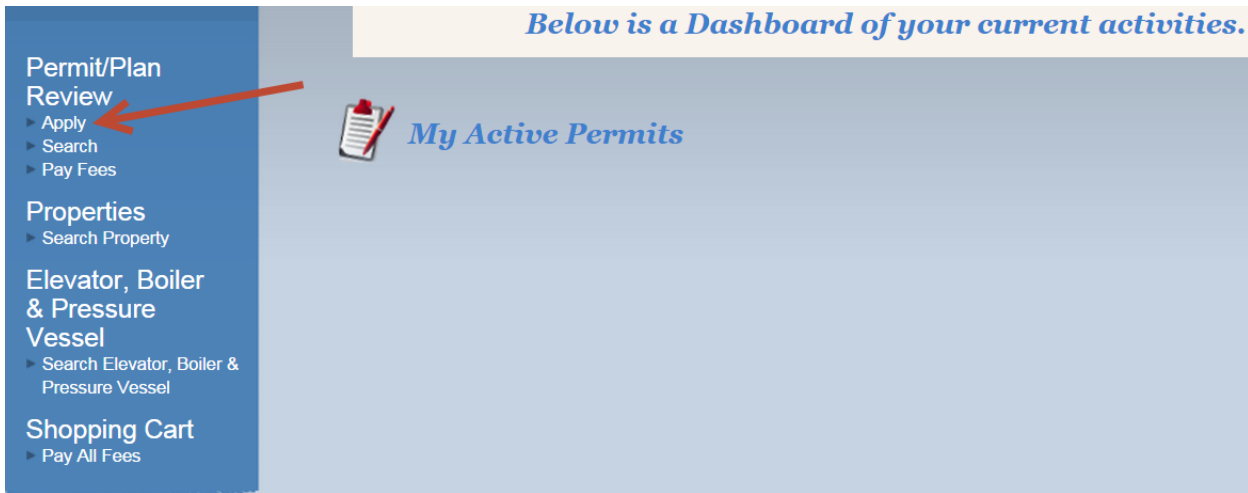
Choose a password you will remember, write it in 'My Notes' (previous page) for future reference.

DASHBOARD shows

- Fees due for inspection
- Active permits

**\*\*\*\*\*Remember to use your mouse, NOT the Enter button\*\*\*\*\***

Click on "Apply" under Permit/Plan Review



## STEP 1 (PRE- APPLICATION)

The screenshot shows a web interface for the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division. The page is titled "Permit and Plan Review Pre-Application". A progress bar at the top indicates six steps, with "STEP 1 PRE-APPLICATION" being the active step. On the left, there is a "My Dashboard" sidebar with links for "Permit/Plan Review" (Apply, Search, Pay Fees), "Properties" (Search Property), "Elevator, Boiler & Pressure Vessel" (Search Elevator, Boiler & Pressure Vessel), and "Shopping Cart" (Pay All Fees). The main content area contains a description of the site's purpose and two dropdown menus. The first dropdown is labeled "1. Type of Application" and is set to "Electrical Permit", with a description "ELECTRICAL PERMIT description.". The second dropdown is labeled "2. Category" and is set to "New 1 or 2 Family", with a description "ELE New 1 or 2 Family Dwelling". The dropdown menu for "2. Category" is open, showing three options: "New 1 or 2 Family" (highlighted), "Existing 1 or 2 Family", and "New 1 or 2 Family". At the bottom of the form, there are two buttons: "CANCEL" and "NEXT STEP".

- Job site address- is the location of the work being performed. NOT the mailing address.
  - This is important because it determines the correct Inspector.
- All fields that have an (\*) need to have information entered.
- City and Township have an (\*) however it is one or the other.
  - If the jobsite address is not in the city limits of a city, it is in a Township.

**\*\*Please use the Township in the jobsite address if valid\*\***

Follow the “Address Entry Tips”

**Minnesota Department of Labor and Industry**  
Construction Codes and Licensing Division

**Permit and Plan Review Pre-Application**

This site provides access to portions of the Construction Codes and Licensing Division, and allows citizens to search for information and complete many commonly required tasks over the Internet.

Type of Application	ELECTRICAL PERMIT
Category	EXISTING 1 OR 2 FAMILY

**Address Entry Tips :**

If you are entering an address like 695 S 500 W  
Enter 695 as the House Number, S as the Directional, and 500 W as the Street Name.

If you are entering an address like: 419 Old Hwy 213  
Enter 419 as the House Number, and Old Hwy 213 as the Street Name.

City OR Township are Required  
Choose appropriate field for jobsite address  
NOT mailing address

Required fields

Number	*	<input type="text"/>
Street Name	*	<input type="text"/>
Street Type		<input type="text" value="v"/>
Suffix Direction		<input type="text" value="v"/>
Unit Number		<input type="text"/>
City	*	<input type="text" value="v"/>
Township	*	<input type="text" value="v"/>
County	*	<input type="text" value="v"/>
State		<input type="text" value="MN"/>
Zip	*	<input type="text"/>

County will auto populate based on the Township or City Entered

**STEP 1 PRE-APPLICATION** STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

### Minnesota Department of Labor and Industry

Construction Codes and Licensing Division

#### Permit and Plan Review Pre-Application

This site provides access to portions of the Construction Codes and Licensing Division, and allows citizens to search for information and complete many commonly required tasks over the Internet.

**Type of Application** ELECTRICAL PERMIT  
**Category** EXISTING 1 OR 2 FAMILY

**Address Entry Tips :**

If you are entering an address like **695 S 500 W**  
Enter 695 as the House Number, S as the Directional, and 500 W as the Street Name.

If you are entering an address like: **419 Old Hwy 213**  
Enter 419 as the House Number, and Old Hwy 213 as the Street Name.

Number \* 7305  
Street Name \* Roscoe  
Street Type RD  
Suffix Direction  
Unit Number  
City  
Township Crow Wing West  
County \* Crow Wing  
State MN  
Zip \* 56401

**CANCEL** **VALIDATE** **Click 'Validate'**

After your address is entered, click 'Validate'

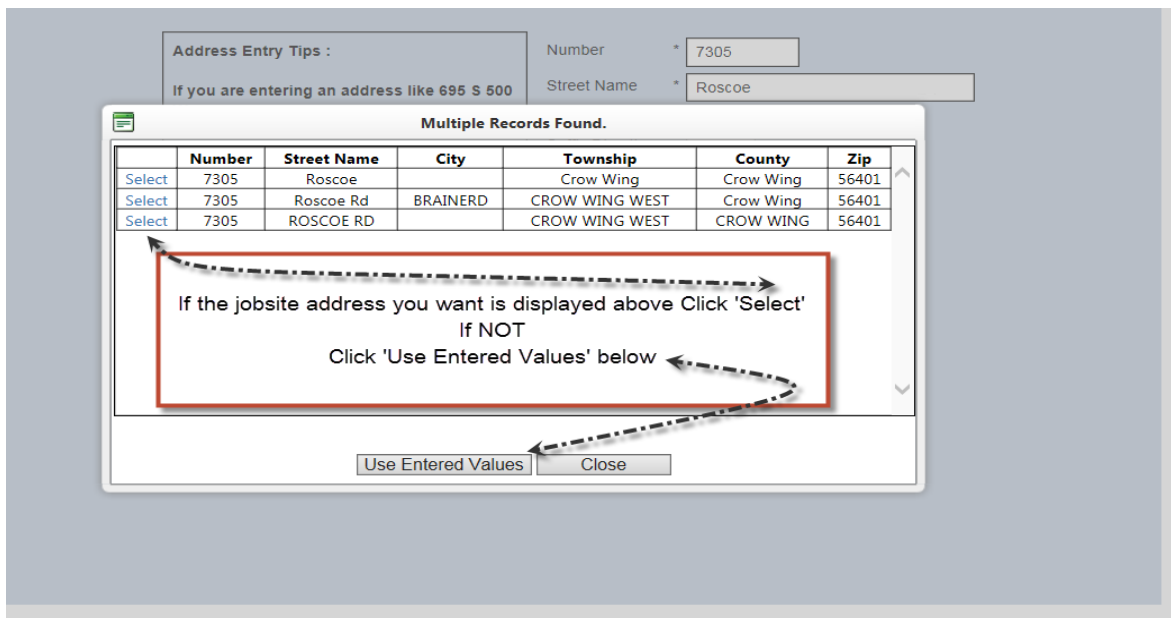
The system will search the data that are present in our database for addresses that match the following sequence.

\*Number

\*City or Township

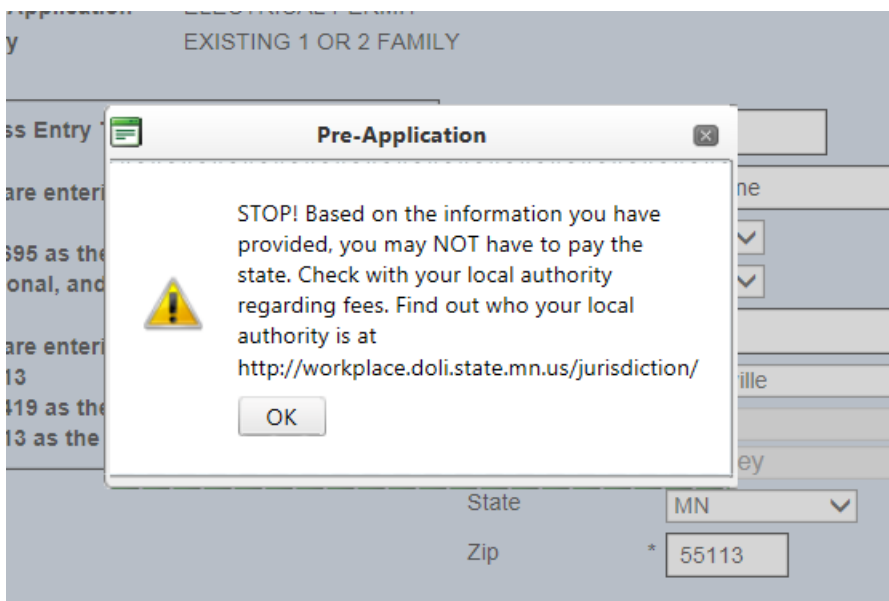
\*Zip Code

Data search will return all results that match



*Pre- application continued...*

If you receive the following message, it is because the information entered is requesting a permit for a jobsite address that is NOT a State inspection area.



Click 'OK'

Then Click 'Cancel'

\*\*\*If you are sure the jobsite is in a State inspection area; you will need to start over and use the Township in the jobsite address.

## STEP 2- PERMIT INFORMATION

**Permit Application**

STEP 1   **STEP 2 PERMIT INFORMATION**   STEP 3   STEP 4   STEP 5   STEP 6

**Permit Type Information**

PERMIT Type: ELE EXST 1 OR 2 FAM (\*) Required field

PERMIT Subtype: RESIDENTIAL EXST

\*PROJECT NAME: (\*) Project Name is Required

Description: Description is for all info you want the Inspector to know

**Additional Information**

\*READY NOW/WILL SCHEDULE?: (\*) Ready Now / Will Schedule

\*ROUGH-IN REQUIRED?: (\*) Rough-in required

DIRECTIONS TO LOCATION:

JOB CONTACT NAME/PHONE:

ELECTRICAL UTILITY:

Click 'Next Step'

## STEP 3- CONTACT INFORMATION

**Permit Application**

STEP 1   STEP 2   **STEP 3 CONTACT INFORMATION**   STEP 4   STEP 5   STEP 6

**Application for a ELE EXST 1 OR 2 FAM Permit**

**Applicant Information** (\*) Required field

\*Name: Mr. Test Guy   Phone: (651) 555-1234

\*Address: 7305 Test Drive   Email Address: mr@test.com

\*City: Brainerd

State: MN   \*Zip: 56401 -

**Owner Information**

\*Name: Mr. Test Guy   Phone: (651) 555-1234

\*Address: 7305 Test Rd   Email Address:

\*City: Brainerd

State: MN   \*Zip: 56401 -

Leave the 'Contractor Information' blank

**Contractor Information**

Name:   Phone: ( ) - -

Address:   Email Address:

Click 'Next Step'

## STEP 4- FEE SELECTION

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 FEE SELECTION** > STEP 5 > STEP 6

Application for a ELE EXST 1 OR 2 FAM Permit

Select	Quantity	Description	Amount
<input checked="" type="checkbox"/>	1	ELE SURCHARGE FEE	\$1.00
<input checked="" type="checkbox"/>	<input type="text" value="70"/>	ELE PERMIT INSPECTION FEE	\$70.00
Total Amount :			\$71.00

Enter the inspection fee AMOUNT in the box

CANCEL PREVIOUS STEP NEXT STEP

The fees **should not** be less than \$36.00

The minimum inspection fee is  $\$35.00 + \$1.00 = \$36.00$

If you receive the following error – it is because you did not enter your fee amount in the box as indicated above

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 FEE SELECTION** > STEP 5 > STEP 6

Application for a ELE EXST 1 OR 2 FAM Permit

Quantity on selected fee must be greater than 0.

CLOSE

Amount
\$1.00
\$35.00
Total Amount : \$36.00

CANCEL PREVIOUS STEP NEXT STEP

**PLEASE NOTE: The Surcharge fee dropped from \$5.00 to \$1.00 on July 1, 2015.**



## STEP 5- REVIEW AND SUBMIT

Review the information you are submitting for a permit.

**Application for a ELE EXST 1 OR 2 FAM Permit**

**Permit Information** [EDIT]

Type	ELE EXST 1 OR 2 FAM
Subtype	RESIDENTIAL EXST
Description	test

**Location**

Address	7305 ROSCOE RD
City	
Township	CROW WING WEST
County	CROW WING
State	MN
Zip	56401

**Contacts** [EDIT]

**Applicant Information**

Etrakit 3 Electrical	(651) 284-5638
443 Lafayette Rd N	bryan.priem@state.mn.us
St Paul, MN 55155	

**Owner Information**

Weston Roscoe	(651) 303-1264
7305 Roscoe Rd	
Brainerd 56401	

**Contractor Information**

**Fee Information** [EDIT]

Type	ELE SURCHARGE FEE
Amount	\$5.00
Type	ELE PERMIT INSPECTION FEE
Amount	\$70.00
<b>Total Fees</b>	<b>\$75.00</b>

Click 'Next Step'

## STEP 6 PAYMENT

This step allows you to

- go back to the beginning and edit information – if changes are not needed.
- Add this permit application to the cart- so that you can create another permit (Contractors)
- Pay for this permit application

**Checkout Summary**

**ELE EXST 1 OR 2 FAM Permit**

ELE SURCHARGE FEE	\$5.00
ELE PERMIT INSPECTION FEE	\$70.00
<hr/>	
Fees Due:	\$75.00
Total:	\$75.00

[BACK TO STEP TWO] [ADD TO SHOPPING CART] [PAY NOW]

## FINAL STEP

Click 'Pay Now' -- You will be directed to the Payment Center  
You are no longer in eTrakit--- you are at the US Bank website

**Payment Center**  
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

**Welcome to the Electronic Payment System**

Please enter your User ID and Password and click Log In.

User ID [Forgot Your User ID?](#)

Password [Forgot Your Password?](#)

**Log In**

[Register](#)

[Pay Without Registering](#)

powered by **usbank**

Here you do not need to register, click 'pay without registering'

Please note that when you have completed the payment process and you receive your confirmation number.

Click 'Continue' in the lower left corner of the site and this will direct you back to eTrakit and your Payment Summary page.

Here you can print the permit or print the Payment Summary page.

\*\*Note that you WILL NOT receive a permit number until you pay for the permit