



# 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”**.
3. **Important Note:** Before you submit, please read the **Permit Submittal Requirements and Naming Convention** document for the type of permit you are applying. Any submissions received that do not meet these requirements will be returned, therefore delaying your review process.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
PLR17-1585	305 SW A	PLUMBING S...	UNDER REVIEW			\$36.00
RADD17-1	305 SW A	RESIDENTIAL ADDITION	ISSUED			\$130.00
1512	S...	RESIDENTIAL				
RES16-0096	305 SW A	NEW RESIDENTIAL	RECEIVED			\$3,100.35
RES19-0001	305 SW A	NEW RESIDENTIAL	RECEIVED			\$7,120.00

**New Online Permit Application**

I hereby certify that all information provided in this online application to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand inspections by City Inspectors will be made only to determine compliance with construction codes and not to assist the owner in properly locating the structure. I acknowledge my responsibility to ensure, by boundary line survey if necessary, that the location of the structure will conform to setback requirements of the Bentonville Zoning Ordinance. I understand granting of a permit does not promise to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

A PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED. Inspection of permitted work may reveal code violations not discovered during plan review.

Please refer to [Applying for Permits](#) and [Permit Submittal Requirements and Naming Convention](#) documents before submitting. Right click on the link(s) and choose "Open in New Tab". The links will take you to the city website, all eTrakit documents located on the Using eTrakit page under Building eTrakit Resources.

Upon submittal, your permit application will be routed to the appropriate department(s) for review.

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

I Agree  I Disagree

**CONTINUE**

**Permit Application**

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

**Permit Type Information**

**PERMIT Type**: ADDITION COMMERCIAL, ADDITION RESIDENTIAL, ALTERATION REMODEL COMMERCIAL, ALTERATION REMODEL RESIDENTIAL, COMMERCIAL CONSTRUCTION, DEMOLITION COMMERCIAL, DEMOLITION RESIDENTIAL, FENCE COMMERCIAL, FENCE RESIDENTIAL, MOVING, NEW COMMERCIAL, NEW RESIDENTIAL, PLUMBING COMMERCIAL

**\*Job Value**: COMMERCIAL CONSTRUCTION, DEMOLITION COMMERCIAL, DEMOLITION RESIDENTIAL, FENCE COMMERCIAL, FENCE RESIDENTIAL, MOVING, NEW COMMERCIAL, NEW RESIDENTIAL, PLUMBING COMMERCIAL

**Permit Application**

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

**Permit Type Information**

**PERMIT Type**: NEW RESIDENTIAL

**\*PERMIT Subtype**: DUPLEX, MULTI-FAMILY 3 OR 4, SINGLE FAMILY ATTACHED, TOWNHOMES

**\*Job Value**: COMMERCIAL CONSTRUCTION, DEMOLITION COMMERCIAL, DEMOLITION RESIDENTIAL, FENCE COMMERCIAL, FENCE RESIDENTIAL, MOVING, NEW COMMERCIAL, NEW RESIDENTIAL, PLUMBING COMMERCIAL

**\*Job Value is not required** on any new construction or commercial additions, Put a \$0.00 in the field.



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All New construction (residential or commercial) and commercial addition values will be determined using the ICC Building Valuation Data, based on use, construction type and average cost per square foot.

Next, fill out the **Required Information** pertaining to your Permit Type. (A question mark (?) symbol next to the question indicates there is additional information available concerning that question). Questions with an \* are required.

- c. Enter the **Location**. Type in the information and click **“Search”**, double click on the correct address/ parcel number from the list provided.
- d. \*If the address or parcel number is not listed, you will not be able to proceed with the process. Please contact our office at 479-271-3125 to obtain a valid address.

Once you double click on the address in the drop down list it will remove the search field and set the address under the location heading. If the address is not set you will not be able to continue to the next step.

**Attachments:** Upload all required documents here. Refer to **“Permit Submittal Requirements and Naming Convention”** (on the eTrakit website). Your submission will be returned if any required documents are not uploaded, drawn to scale or named correctly.

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

- e. **Description:** Name your upload consistent with the naming convention. Refer to **“Permit Submittal and Naming Convention”** (on the eTrakit website). Your submission will be returned if any required documents are not uploaded, drawn to scale, or named and combined correctly.

**Permit Type Information**

PERMIT Type	ALTERATION REMODEL COM
:	LEAVE BLANK
*Job Value	\$125,000.00

**Required Information**

COM ALT/REMODEL	REMODEL INTERIOR OF OFFICE SPACE
*SQUARE FOOT:	2,000
*USE CLASSIFICATION:	B BUSINESS
*CONTRACT PRICE:	125,000
*PLUMBING REQUIRED:	YES
*MECHANICAL REQUIRED:	NO
*ELECTRIC REQUIRED:	YES
TAZ #:	

**Location**

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

Search By Address 305 sw A St SEARCH

Select address below  
305 SWA ST - ADDRESS  
305 SWA ST KYLE - ADDRESS

**Double-click on address in list**

**Location**

01-03750-000  
305 SWA ST  
BENTONVILLE, AR 72712

Address Lookup

**Attachments**

Upload all required documents for your permit type. Documents can be uploaded at any time using this portal. Improperly naming documents will result in unnecessary delays to your permit. Reference Permit Submittal and Naming Convention and Applying for a Permit for further instructions. Right click on the link(s) and choose “Open in New Tab” or “Open in New Window”, otherwise any information you have filled out will be lost.)

Filename

Description

UPLOAD

**Attachments**

Upload all required documents for your permit type. Documents can be uploaded at any time using this portal. Improperly naming documents will result in unnecessary delays to your permit. Reference Permit Submittal and Naming Convention and Applying for a Permit for further instructions. Right click on the link(s) and choose “Open in New Tab” or “Open in New Window”, otherwise any information you have filled out will be lost.)

Filename

Master\_Invoice.pdf

Master\_Invoice.pdf  
Description Submittal 7-17-2019

UPLOAD



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Once the file is attached, click on “**Upload**”, this will take you to a disclaimer. Read the disclaimer, click “**Accept**”. Verify your file has moved over to the right side of the screen. If not, your file has not uploaded correctly.

**\*\*Important Note\*\*:** Verify all information on this screen is filled out correctly. Once you advance to “Next Step” and try to return to this page- all information will be lost and need to be re-entered.

**Attachments**

Upload all required documents for your permit type. Documents can be uploaded at any time using this portal. Improperly naming documents will result in unnecessary delays to your permit. Reference [Permit Submittal and Naming Convention](#) and [Applying for a Permit](#) for further instructions. Right click on the link(s) and choose “Open in New Tab” or “Open in New Window”, otherwise any information you have filled out will be lost.)

Filename  Select

Description

Attachments: [Master\\_Involve.pdf](#) [Submit 7-17-2019](#) [DELETE](#)

**UPLOAD**

**CANCEL** **NEXT STEP** **DELETE**

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. *Fields with an \* next to them are required to be filled out*
2. Click **Next Step** to proceed to Step 3.

**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	(479) 271-3126
Address	117 W CENTRAL AVE	Email Address	abrightwell@bentonvillear.com
City	BENTONVILLE		

### STEP 3: Review and Submit

1. Review all information. Ensure everything is provided to avoid delays. Additional attachments can be added here if necessary.
  - **IMPORTANT NOTE: Fee Information stated here may not be correct.** Final fees will be calculated by staff once the application has been reviewed. You will receive a final total once the application/permit is approved.
2. Click “**Submit**”.

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

**Application for a NEW RESIDENTIAL Permit**

**Permit Information** [EDIT](#)

Type	NEW RESIDENTIAL
Subtype	DUPLEX
Description	
Job Value	\$0.00

**Location** [EDIT](#)

305 SW A ST KYLE
BENTONVILLE, AR 72712 00357 RAILROAD
ADDITION

**Contacts** [EDIT](#)

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

**Fee Information**

Type	Amount
BUILDING PERMIT FEE	\$30.00
PERMIT FEE	0.00
<b>IMPACT FEES</b>	<b>\$0.00</b>
FIRE RESIDENTIAL MF IMPAC...	0.00
LIBRARY RESIDENTIAL MF IM...	0.00
PARKS RESIDENTIAL MF IMPA...	0.00
POLICE RESIDENTIAL MF IMA...	0.00

Total Fees \$30.00

**Attachments**

Attachments: [2019 City Council Calendar-Final.pdf](#) [DELETE](#)

To upload additional attachments click [Here](#)

Review the information prior to submitting.

**CANCEL** **PREVIOUS STEP** **SUBMIT**



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## How to Apply for a Permit

### **STEP 4: 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 received an Approved permit notification email you may pick up and pay for your permit at our office, 305 SW A Street, Bentonville, AR 72712.

We do not accept payments online at this time.

*Permit Application*

STEP 1      STEP 2      STEP 3      **STEP 4 CHECKOUT/CONFIRMATION**

*Confirmation*

Once the City has reviewed your application and calculated the required fees you will be notified. The fees can be viewed online once finalized.

**VIEW PERMIT**