

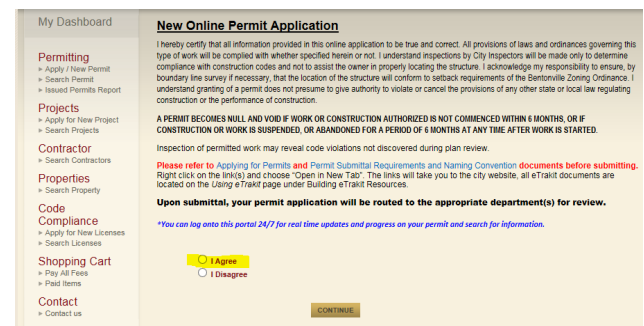


eTrakit

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.



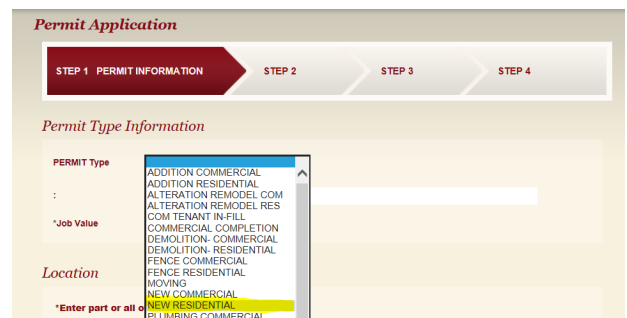
STEP 1: Permit Information:

- a. Choose the correct **Permit Type** from the drop-down menu. If a **Permit Subtype** drop-down menu appears, select the correct permit subtype. Not all permits have subtypes. If you are unsure of the correct Permit Type, please call our office for guidance.
- b. **Job Value is required** for remodels, signs, residential additions, alterations, decks, pools, accessory structures, pergolas, sunrooms, etc.

Job Value should include:

1. Cost of materials installed or erected.
2. Cost of Labor.

***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.

- Enter the **Location**. Type in the information and click **“Search”**, double click on the correct address/ parcel number from the list provided.
- *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.

- 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

*DESCRIPTION OF WORK: 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 SW A ST - ADDRESS

305 SW A ST KYLE - ADDRESS

Double-click on address in list

Location

01-03750-000

305 SW A 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: Select

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 x Remove

Description: Submittal 7-17-2019

UPLOAD



eTrakit

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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.

Once you are finished uploading and verifying, click on **“Next Step”**.

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	Attachments:
<input type="text"/>	<input type="text"/>	Master_Invoice.pdf
		Submittal 7-17-2019

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	() - () - ()
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	Location
Type: NEW RESIDENTIAL	305 SW A ST KYLE
Subtype: DUPLEX	BENTONVILLE 1, AR 72712 00357 RAILROAD
Description:	ADDITION
Job Value: \$0.00	

Contacts	Fee Information
Applicant Information Annette Test (479) 271-3126 305 SW A ABRIGHTWELL@bentonvillear.com Bentonville, AR 72712	Type BUILDING PERMIT FEE \$30.00 PERMIT FEE 30.00 IMPACT FEES \$0.00 FIRE RESIDENTIAL MF IMPAC... 0.00 LIBRARY RESIDENTIAL MF IM... 0.00 PARKS RESIDENTIAL MF IMPA... 0.00 POLICE RESIDENTIAL MF IMA... 0.00
Owner Information CITY OF BENTONVILLE 117 W CENTRAL AVE abrightwell@bentonvillear.com BENTONVILLE, AR 72712 - 5256	Total Fees \$30.00
Contractor Information Annette Test (479) 271-3126 305 SW A ABRIGHTWELL@bentonvillear.com Bentonville, AR 72712	Attachments 2019 City Council Calendar-Final.pdf <input type="button" value="DELETE"/>

To upload additional attachments click [Here](#)

Review the information prior to submitting.



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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